

## **JOB ANNOUNCEMENT - IMMIGRATION COUNSELOR**

Catholic Migration Services (“CMS”), a nonprofit provider of legal services for low- and moderate-income residents of Queens and Brooklyn, is seeking a full-time Immigration Counselor to join our Naturalization Program. CMS is an affiliated agency of Catholic Charities Brooklyn and Queens, and provides legal services in the areas of immigration, tenants’ rights, and workers’ rights.

This is a unique opportunity for someone passionate about immigrant rights and looking for an opportunity to support individuals and families looking to become American citizens. The Immigration Counselor will focus their work exclusively in our Naturalization Program, a section of our Immigration Unit, and will provide direct services including intake and application assistance to lawful permanent residents seeking to naturalize, or who need other assistance related to the naturalization process.

This is a full-time position in our Queens office, but the Counselor will also work occasionally in our Brooklyn office and may be required to work off-site at other locations primarily within Queens and Brooklyn – e.g., at workshops, legal clinics, and other community events. Work is primarily being performed remotely during the COVID pandemic.

### **Essential Duties and Responsibilities:**

- Conduct intake and assess eligibility for naturalization, under the supervision of a CMS Supervising Attorney and Naturalization Coordinator;
- Provide direct N-400 naturalization application assistance, including ancillary forms like N-648s, oath waivers, and N-336 appeals, as well as other affirmative matters, such as N600s and I-90s;
- Prepare and submit applications to U.S.C.I.S. on behalf of clients, and represent clients throughout the application process including at U.S.C.I.S. interviews;
- Manage caseload and maintain client files in good working order. Maintain and update case list and client and case information in case management database;
- Communicate regularly and in a timely manner with assigned clients and keep clients informed of case status;
- Participate in Catholic Migration Services functions on evenings and weekends, such as legal clinics, educational events, or workshops held at parishes or community based organizations;
- Develop, expand, and disseminate educational materials about naturalization for use at community know your rights and education events; and
- Provide additional support as needed.

The Naturalization Counselor is required to obtain partial accreditation from the U.S. Department of Justice (DOJ) as soon as possible after beginning employment in order to provide direct representation to clients on naturalization and related matters. CMS has agency accreditation from the DOJ and will support the Naturalization Coordinator in obtaining accreditation.

**Qualifications:**

- Bachelor's degree required;
- Prior or related immigration experience preferred;
- Demonstrated commitment to public interest and social justice work;
- Excellent written and oral communication skills;
- Fluency in a second language commonly spoken in New York City preferred;
- Ability to multitask effectively and work well under pressure while adhering to deadlines;
- Ability to communicate effectively and sensitively with people from various cultures, backgrounds and experiences;
- Excellent organizational and time-management skills;
- Basic computer skills; and
- Demonstrated ability to take initiative and work independently as well as part of a team.

**Diversity and Non-Discrimination Policy:**

Catholic Migration Services values workplace diversity and welcomes applicants and employees of all backgrounds. Catholic Migration Services makes all employment decisions without regard to any applicant's or employee's protected characteristics, including their race, religion, color, national origin, immigration status, age, disability, sexual orientation, gender identity, arrest conviction record, or marital status.

**Bargaining Unit Position**

This is a bargaining unit position represented for collective bargaining purposes by the Association of Legal Aid Attorneys, UAW, Local 2325.

**Application Instructions:**

Applications will be accepted immediately and will be considered on a rolling basis. Interested applicants should send a cover letter, resume, list of two professional references and a writing sample to: David Colodny, Director of Legal Services, at [dcolodny@catholicmigration.org](mailto:dcolodny@catholicmigration.org). Please include "Immigration Counselor Application" in the subject line.