

## **CATHOLIC MULTICULTURAL CENTER POSITION ANNOUNCEMENT**

**Position:** Immigration Program Assistant

**Hours:** Full-time, Mon. - Fri. 9am - 5pm

**Wage:** Starting range \$17 - \$18/hour, based on experience

The Catholic Multicultural Center, 1862 Beld St., Madison, is seeking a person with strong social skills and the desire to serve the immigrant community as our Immigration Legal Services Program Assistant. The CMC Immigration Legal Services Program provides legal assistance to immigrants applying for US immigration benefits that are unable to afford the services of a private attorney. The program serves hundreds of clients each year, and has an extremely high success rate of gaining approvals. The ideal candidate is fluent in English and Spanish and highly organized and thrives in a fast paced environment.

### **Responsibilities:**

- Communicate with clients and manage intake procedures
- Assist legal staff with record keeping, case management, and other administrative procedures
- Utilize case management database
- Draft correspondence, translate documents, and prepare mailings
- Manage referrals to and from other community organizations
- Interpret for client meetings, as needed

### **Qualifications:**

- High school diploma, some post-secondary education preferred
- Fluent in English and Spanish
- Experience in translating Spanish documents into English
- General office and basic clerical skills working with Microsoft Office software and specialized software for processing of immigration applications, maintaining social service database, using a typical office phone system, copy machine, etc.
- Detail-oriented with strong proofing-reading skills.
- Strong interest in providing immigration services to people from all around the world.
- Ability to relate to and converse with people from a variety of cultural backgrounds.

If you are interested in joining our team, please send a cover letter and resume to the Hiring Manager at [employment@cmcmadison.org](mailto:employment@cmcmadison.org).