



Job Title: Citizenship and Immigration Administration Intern

Sector: Immigration & Citizenship

Employment Category: Intern

Employment Type: Part-Time, unpaid

Location: Central Oregon

Job Description

The Latino Community Association (LCA) provides its clients with assistance in filing immigration applications, which will allow them to travel, become permanent residents and then citizens of the United States. LCA's Citizenship Prep Program classroom tutors (and teachers) prepare students for all aspects of the USCIS Naturalization Interview and Tests. This includes helping students learn the content of the questions they will be asked during the test and also preparing them for what to expect on the day of their interview. It includes helping them discuss their personal information as well as their knowledge of U.S. history and government in English. Tutors also gain the invaluable experiences of having an impact on a person's life as well as the opportunity to meet and work with someone from a different culture and background.

RESPONSIBILITIES:

- Create and print labels for files.
- Assist program manager in making copies and creating new files for clients.
- Assist in the Citizenship program, including matching Citizenship tutors to students, checking in on progress of students, and communicating with program manager of students' progress.
- Other duties as needed and assigned by immigration Legal Assistants and representatives.

LEARNING OBJECTIVES:

- Students will develop an enhanced professional skill set, interact with LAC staff, clients and supervisors and contribute to other projects as needed.
- Students will learn data collection and data management methods for program development and reporting.

QUALIFICATIONS:

- Minimum of 10-15 hours a week for a period of three months.
- Fluency in Spanish desired.
- Excellent communication and organizational skills.
- Attention to detail and procedure.
- Ability to work independently and take initiative.
- Computer literacy, preferably with PC systems.

To Apply:

Email a resume and 1-page cover letter to Mary Murphy, LCA Volunteer Coordinator, mary@latca.org. Contact Mary via email or by phone 541.325.9407 if you have any questions about the application process.

Commitment to Diversity and Inclusivity: LCA is committed to building a diverse organization and a climate of inclusivity. We strongly encourage applications from candidates who can demonstrate that they can contribute to this goal.

Equal Opportunity Employer: We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, sex, gender, gender expression, sexual orientation, age, marital status, veteran status, or disability status. We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. Please contact us to request accommodation