

Internship Title: Immigration Program Intern

Commitment: Jan. – April // May – August // Sept. – Dec.

Hours: 12 to 25 hours per week; hours are regularly scheduled during Arrive Ministries business hours (Mon-Fri 9-5); Typical interns work 2-3 days per week – there is room to discuss which days work best, but the best days are Tuesday – Thursday and it's helpful to be available for the same days each week.

Compensation: This is an unpaid internship that can be done for credit or purely for experience.



Arrive Ministries:

We are a Christian non-profit carrying out God's command to welcome and bring lifelong transformation to refugees and immigrants in Minnesota. We work with local churches to assist refugees and immigrants to become self-sufficient, and to meet their physical, emotional, and spiritual needs. Arrive Ministries provides an array of direct services to immigrant families including case management, employment services, immigration legal services, and refugee cash assistance, as contracted by the county and state governments. Since 1988 Arrive Ministries, formerly World Relief Minnesota, has helped nearly 11,000 refugees begin new lives in America, and serves over 1,300 immigrants annually in immigration legal services. An internship at Arrive Ministries is a great opportunity to enhance any study of political science, law, global and cross-cultural studies, anthropology, social work, conflict resolution and management, or similar fields. Gain cross cultural experience working with refugees who have fled persecution and who come from all over the world to the U.S. for security and a chance to rebuild their lives.

Purpose of this Position:

The primary purpose of this position is to provide support to the immigration department administratively, assisting with case completion during and after immigration client appointments, contacting immigration clients regarding missing materials and case status updates, and mailing immigration client files. The Immigration Program Intern will also support the Affidavit of Relationship (AOR) Program within the immigration department. The AOR Program allows refugees in the United States to apply for reunification with their family members overseas. The Immigration Program Intern will answer inquiries about the AOR Program, meet with clients to complete AOR paperwork, complete follow-up on pending applications, and counsel clients through the AOR process.

Duties and Responsibilities:

1. Meet with clients to assist with the completion of AOR forms
2. Maintain immigration files by keeping case notes, photocopying, mailing, and filing applications, and completing data entry to track applications
3. Assist with green card workshops, including application preparation and photo-taking
4. Answer client phone calls and case inquiries
5. See walk-in clients with simple requests (need information sheets, address changes, updating cases)
6. Other administrative projects within the immigration department as needed

Qualifications:

- Comfortable working in a cross-cultural and faith-based environment
- Excellent people skills across class, religion, culture, age, and gender
- Patience and compassion with people
- Ability to accommodate limited-English speaking clients
- Thorough attention to detail, including excellent spelling
- Computer skills: word processing, Excel spreadsheets, database entry, and internet
- Ability to follow both written and oral instructions
- Ability to work independently
- Interest in refugees/immigrants, immigration law and policy social justice, and serving people in crisis
- Commitment to learning
- For undergraduate applicants, juniors and seniors only

To Apply:

Email Tracy Nelson, Immigration Assistant, with your resume and cover letter: tnelson@arriveministries.org