



JOB TITLE: Immigration Legal Services Intern

COMMITMENT: One semester

HOURS: 12 to 24 hours per week (preferably Tuesday, Wednesday, Thursday)

Hours are during regularly-scheduled Arrive Ministries business hours
(Mon-Fri 9-5)

COMPENSATION: This is an unpaid internship that can be completed for credit or purely for experience.

ARRIVE MINISTRIES: Is a faith-based organization that empowers the local Church to reach out and serve our new neighbors economically, socially, and spiritually. We work primarily with refugees being resettled in Minnesota.

PURPOSE OF THIS POSITION: The primary purpose of this position is to provide support to the immigration legal department by assisting with case completion during and after immigration client appointments, and contacting immigration clients. In addition to other duties, the Immigration Program Intern will 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 have the opportunity to work with clients remotely from the former Soviet Union, East Africa and Asia.

DUTIES AND RESPONSIBILITIES:

- Follow up with clients about various cases to gather information and documentation needed to complete cases.
- Call clients about notices received from United States Citizenship and Immigration Services (USCIS) to ensure they know the contents and have questions answered.
- Send completed immigration applications to USCIS.
- Support the immigration team by providing other administrative support 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.
- Computer skills: Microsoft Word, Excel, Outlook, ability to learn new data bases.
- Attention to detail.
- Ability to follow both written and oral instructions; be able to work independently.
- Interest in refugees/immigrants, immigration law and policy social justice, and serving people in crisis.
- Commitment to learning.
- Knowledge of immigration laws, particularly as they relate to refugees, helpful.
- Agree with and adhere to Transform Minnesota's Statement of Faith, Core Values and Code of Conduct.

To apply: Send resume and cover letter to immigration@arriveministries.org