



Immigration Legal Services

Case Aide

Arrive Ministries is a Christian nonprofit seeking life transformation for refugees, immigrants, and the Church. We live out God's command to welcome refugees and immigrants by providing direct program services, mobilizing the church, and calling our communities to respond Biblically.

Job Summary: The Immigration Legal Services (ILS) team provides high quality, low-cost immigration legal services to refugees and immigrants throughout Minnesota. The Case Aide provides essential administrative and operational support that enables the legal team to serve clients efficiently and compassionately. This position offers a structured pathway for professional growth, including opportunities to pursue Department of Justice (DOJ) Accreditation and develop into an immigration legal caseworker.

Responsibilities:

- Manage client referral and inquiry queue
- Provide appointment scheduling support to the ILS team
- Process incoming and outgoing mail, including application filings with USCIS
- Maintain and update community referral resources
- Conduct quarterly file archival and ongoing file management
- Complete timely and accurate data entry
- Deliver presentations on basic immigration topics to staff, volunteers, churches, community partners, and other stakeholders
- Facilitate and participate in cross-collaborative efforts between Arrive program areas
- Participate in peer-to-peer learning and fundamental immigration law training
- Supervise intern(s), providing training and oversight as needed
- Perform other duties and special projects as assigned

Knowledge and Skills required:

- Bachelor's degree required
- Commitment to and demonstrated interest in pursuing Department of Justice (DOJ) Accreditation as part of a professional development pathway within Arrive Ministries
- Exceptional attention to detail and commitment to accuracy
- Comfortable in a fast-paced environment and ability to manage multiple priorities
- Excellent time management and problem-solving abilities
- Excellent written and oral communication skills in English



- Demonstrated ability to work effectively and sensitively with people of diverse cultural and religious backgrounds and those with limited-English proficiency
- Demonstrated ability to work independently, communicate professionally (verbal and written), take initiative, and build collaborative professional relationships with internal and external partners
- Proficiency using computer applications for writing, record keeping, and research
- Desire to serve and empower the Church to impact vulnerable communities
- Valid MN Driver's license with proof of insurance
- Agree with and adhere to Transform Minnesota's Statement of Faith, Core Values, and Code of Conduct

Preferred:

- Experience working with refugee or humanitarian immigration programs
- Familiarity with USCIS processes and filings
- Fluency in a language common among client populations (Swahili, French, Arabic, Oromo, Somali, Pashto, Dari, Spanish, etc.)

Additional Information:

- Hours: Full-time, 40-hours per week, non-exempt
- Starting pay range: \$21-\$22/hour
- Benefits: Medical, Dental, HSA, Life Insurance, Long-term Disability, 403b Retirement, Accident Insurance, Paid Time Off, Holiday Pay
- Reports to: ILS Program Manager
- This position works out of Richfield, MN Headquarters
- Regular office hours 8:30am-5pm, with occasional evening work as assigned