

JOB POSTING

Position Title: Immigration Coordinator

Department: Immigration

Location: West Rogers Park

Job Type: Full-Time

Responsibilities

- Provide interpretation services in Ukrainian and Russian for clients with immigration inquiries
- Translate documents between English and Ukrainian and Russian as needed
- Assist clients with completing immigration documents
- Upload and maintain client documents to department systems in a timely and organized manner
- Coordinate the intake and application process for all eligible clients
- Accompany attorneys and legal representatives to USCIS client interviews
- Manage mailing process for completed immigration forms to relevant authorities and/or clients
- Generate reports for funders regarding immigration cases and services provided
- Schedule appointments for clients with immigration concerns
- Manage client inquiries via phone and email as needed

Requirements

- **Written and oral fluency in Ukrainian, Russian and English**
- Associate's degree (Bachelor degree preferred)
- Minimum of one year of experience as an Immigration Assistant or Paralegal
- Experience in Salesforce preferred
- Proficiency in E-immigration software and other relevant legal software
- Strong understanding of immigration laws and procedures
- Must have flexibility with work schedule
- Must be highly organized and proficient in creating strong interpersonal relationships
- Ability to maintain and promote confidentiality and ethical standards
- Must have strong computer skills including: Microsoft Office, Outlook, SharePoint, Teams
- Ability to work under pressure, multi-task and exhibit attention to detail

Generous benefits package offered with full-time employment.

To apply, send resume and cover letter to Alexis Wardius at awardius@refugeeone.org.