

## **Immigrant and Citizenship Outreach Assistant**

**Reports To:** Direct supervision by Event and Outreach Coordinator

**Work Location:** World Relief Chicago, 3507 W Lawrence Ave, Ste. 208, Chicago, IL 60625

**Available Hours:** Monday through Friday, 9am – 5pm, 2 or 3 -day commitment per week, must be available on Monday and/or Wednesday (16 - 24 hours)

**Application Deadline:** August 31<sup>th</sup> 2018

### **Position Summary:**

World Relief Chicago is seeking an Immigrant and Citizenship Outreach Assistant (part-time) to assist the Event and Outreach Coordinator in conducting educational outreach on immigration legal services and citizenship to low-income immigrant communities. Educational outreach will entail the preparation of educational materials, holding presentations and tabling events at local organizations, flyering, and contacting eligible applicants.

The ideal candidate will have a proven ability to communicate professionally, to take responsibility for tracking and completing assigned tasks, and to relate to others with empathy and cross-cultural sensitivity. He or she will be passionate about partnering with and serving the immigrant and refugee community. This position is an opportunity to seek the well-being of immigrants through direct services and investment in the social service/ legal aid network while learning about the immigration and naturalization laws of the United States.

### **About World Relief Chicago:**

Established in 1980, World Relief Chicago (WRC) seeks to empower the local church to serve the most vulnerable. WRC provides wrap-around, holistic services to refugees and immigrants and has resettled over 15,000 refugees since opening. WRC is also accredited by the Department of Justice to provide immigration legal services. World Relief Chicago employs attorneys, DOJ accredited representatives, and social workers.

### **Job Responsibilities:**

Immigration and Citizenship Outreach Assistant is responsible for the following:

1. *Preparation of educational and outreach materials.* The assistant will ensure all previously created presentations, flyers, and brochures have updated and correct information. The assistant will create Power Point presentations, flyers, brochures, and other needed materials advertising World Relief Chicago's immigration legal services and educating the community on the benefits and the process of naturalization.
2. *Identify and target potential partnering organizations.* The assistant will research immigrant friendly organizations and neighborhoods that could benefit from WRC's legal services. The assistant will connect with potential partners by cold-calling, emailing, and/or visiting with outreach materials.

3. *Conduct educational presentations and host tabling events at organizations throughout the Chicagoland.* The assistant will host ongoing tabling events at identified organizations such as libraries and consulates. The assistant will offer Power Point presentations educating attendants on the benefits and steps of naturalization at organizations serving immigrant communities. Occasional evening and/or weekend presentations may be requested.
4. *Create weekly contact lists of potential citizenship applicants.* The assistant will be responsible for following-up via phone or email with inquiries regarding citizenship and ILS services. The assistant will create contact lists of eligible applicants by accessing the ILS database and developing reports.
5. *Assist in the management of social media.* The assistant will create social media posts, Eventbrite registration pages for citizenship workshops and presentations, and email blasts advertising ILS events.
6. *Attend ongoing Citizenship Workshops.* WRC offers monthly, Saturday Citizenship Workshops for low-income immigrants to meet with volunteers in completing his/her citizenship application. The assistant will help in the preparation of the event and attend the event.

**Qualifications:**

We are seeking confident, humble candidates who are detail and goal-oriented, self-directed, empathetic, and cross-culturally competent. You should have a demonstrated ability to communicate professionally, to prioritize and manage responsibilities, and to learn new things. You should support the mission, vision, and values of World Relief Chicago. Preference will be given to bilingual candidates.

**How to Apply:**

Please email your resume and statement of interest, including the dates and times of internship availability, to Kara Hirner at [khirner@wr.org](mailto:khirner@wr.org).