



Job Opportunity: Immigration Services Intake Coordinator

Esperanza Immigration Legal Services (EILS) has an immediate need for a part-time (12-15 hours/week) **Immigration Services Intake Coordinator**.

EILS' mission is to provide direct legal services, advocacy, and community education for underserved immigrants and their families, so they have the opportunity to contribute to and participate in American society. EILS serves all immigrants in the Greater Philadelphia area regardless of national origin but has a unique history of working with the Hispanic community due to its location in the heart of a low-income Latino neighborhood.

This position is ideal for an individual looking for a part-time flexible work schedule, looking for quality work experience and opportunity, and who is passionate about helping underserved immigrants and their families in the Hispanic community.

The **Immigration Legal Services Intake Coordinator** will:

- Managing the initial contact, necessary data collection, and response to/with all external requests for EILS services – walk-ins, phone calls, and emails
- Provide administrative support to Executive Director and Legal Coordinator as necessary (drafting letters, assisting with copying/ scanning, etc.)
- Support as necessary the coordination of outreach and educational workshops for the immigrant community and the public about immigration and immigration law
- Assisting clients with Citizenshipworks, a user-friendly software platform on which applicants can draft their applications for naturalization
- Collaborate with the Executive Director to prepare timely accurate reports for grant funding requirements.
- Assist the Executive Director in related duties as necessary.

Qualifications:

- Previous experience working with in an immigration
- Bi-lingual (Spanish-English) verbal, written skills required
- Excellent customer service skills
- Strong organizational and time management skills
- Proficiency in Microsoft Office applications, particularly Excel, database management, and internet
- Those with personal knowledge of the immigrant experience and/or a demonstrated commitment to the immigrant community are encouraged to apply.

Esperanza offers flexible part-time scheduling and professional development. Pay rate for this role is \$12.00 per hour. Our office is located at: 4261 North 5th Street Philadelphia, PA 19140.

Interested candidates should forward a resume to: jobs@esperanza.us and indicate **EILS Intake Coordinator** in the subject line. For more information, check us out on the web at: www.esperanza.us/eils

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