



Job Opportunity: Part-Time Program Coordinator (Bilingual- Spanish)

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

- Assist with in-person intake for screened-in clients during info-sessions or immigration legal screenings
- Once EILS team has conducted a consultation/intake, help potential client collect documents requested before attorney review and/or help fill out citizenship application using the Citizenship Access Center before attorney review
- Develop and deploy a volunteer training program
- Coordinate with law schools and other institutions (education and community serving) to present on EILS and inform specific community members about the need for volunteers
- Plan in place to maintain volunteer recruitment long-term
- 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. 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 Program Coordinator** in the subject line. For more information, check us out on the web at: www.esperanza.us/eils

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