

**Position Title:** Immigration Program Assistant

**Organization:** Jewish Family Service of San Diego

**Position Type:** Full-time (37.5 hours per week), Non- Exempt

**Salary/Wage:** \$15.00/ Hour

**Standardized Benefits:** Benefits for this position include a 401(k) plan, medical, dental and vision coverage, flexible spending accounts, life insurance and generous holiday benefits.

**Position Overview:**

Are you passionate about immigration issues and making a difference in someone's life? If so, we want to hear from you!

As an Immigration Specialist, you will work with a team of dedicated and dynamic professionals to provide underserved and underrepresented immigrants access to quality, affordable legal services. In this role you'll work one-on-one with clients to assess their case and eligibility for life changing immigration benefits that provide greater security. You will also have opportunity to get out into the community and facilitate presentations that educate community members on important immigration topics. As an Immigration Specialist, you will have an opportunity to bring your passion and expertise for advancing immigrants' rights to our innovative, impactful organization.

**Specialist Goals:**

- Responsible for providing clients with immigration screening, counsel and filing immigration applications.
- Manage client files and stay in communication with clients about the status of their pending immigration cases.
- Assist supervising attorney with program planning, database management and grant reporting.
- Organize and participate in community outreach and education efforts.

**You'll Need:**

- Bachelor's Degree.
- 1-2 years of work experience in a nonprofit setting.
- Initiative and ability to take ownership of projects, manage multiple deadlines, and work effectively with a high level of attention to detail.
- Excellent communication and interpersonal skills.
- Spanish language skills are an asset.

**We'd like you to have:**

- A passion for our mission and your work.
- Strong cross cultural understanding and communication skills.
- An understanding of and experience with working in international and/or U.S based immigration and refugee contexts.
- Experience working with clients of diverse ethnic, social, and economic backgrounds.

**Additional Information:**

- Reliable transportation; ability to travel throughout San Diego County.

- Able to work occasional evenings and weekends.

### **Contact Information**

To be considered, please email your cover letter (including salary requirement) and resume to [resume4321@jfssd.org](mailto:resume4321@jfssd.org). Be sure to include the position title in the subject line. Please, principals only. Please, no follow-up phone calls or emails.

### **About Jewish Family Service of San Diego**

Jewish Family Service of San Diego is a client-centered, impact-driven organization working to build a stronger, more resilient community. For nearly 100 years, Jewish Family Service has been a trusted resource for the entire community, offering an array of services that are always life-changing, and often life-saving. At Jewish Family Service, we believe our employees are the backbone of our Agency. We strive to ensure that each employee is treated with dignity and respect. Our goal is your success. Come work at JFS and be our partner in *Moving Forward Together*. To learn more about JFS, please visit [jfssd.org](http://jfssd.org).

