

Position/Title: Immigration and Citizenship Assistant (unpaid internship)

Work Location: World Relief Modesto

Department: Immigration Legal Services

Available Hours: Monday-Friday 9am – 5pm, 1-2 day commitment per week

Application Deadline: Accepting applications a rolling basis

Position summary:

World Relief Modesto is seeking immigration and citizenship assistants to support the growing immigrant legal services (ILS) department through case management, outreach and administrative duties.

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 service and investment in the social service/legal aid network while learning about the immigration and naturalization laws of the United States.

About World Relief Modesto:

WR Modesto has been open in the Central Valley community of California since 1996, and is an affiliate of the broader international network of World Relief, the humanitarian arm of the National Association of Evangelicals. We seek to empower the local church to serve the most vulnerable. WR provides wrap-around, holistic services to refugees and immigrants. WR Modesto is also accredited by the Department of Justice to provide immigrant legal services. World Relief Modesto employs DOJ accredited representatives and case workers.

Job Duties:

- Case preparation, including interviewing clients, filling out immigration and naturalization forms, gathering documents, writing cover letters, data entry and organizing applications.
- Case management, including maintaining online records and case files, communicating with clients about their cases, monitoring deadlines and preparing applications for immigration benefits or naturalization under the guidance and supervision of WR Modesto staff.
- Outreach to the community to ensure that every person in need of immigrant legal services is educated about the immigration process and knows what resources are available to them. Outreach by interns might include presenting in the community about immigration law and the services WR Modesto provides, distributing resources throughout the community, and calling clients who have expressed an interest in our services.
- Other duties as assigned.