



Pathway to Citizenship Coordinator

Immigration Legal Assistant

Division: Civic & Community Participation

Reports to: Civic & Community Participation Manager

Location: Durham

Dedication: Full-time

Job Purpose

El Centro Hispano's vision is to strengthen and empower the Hispanic/Latino/Latinx community in North Carolina and beyond. Our mission is to empower the community, build bridges, and advocate for equity and inclusion. Particularly, the Immigration Legal Assistant / Pathway to Citizenship Coordinator at our non-profit organization plays an essential role in providing educational, administrative and legal support (within the parameters allowed by the Department of Justice (DOJ) to partially accredited representatives) to individuals and families in the naturalization process and registration as voters. This professional works in close collaboration with the management, coordination and team of community health promoters of Civic & Community Participation, as well as with strategic partners and consulting immigration attorneys, to guarantee that our clients receive the necessary support for the naturalization process and their registration as voters.

General Responsibilities

Administrative/Organizational Support

- Develop, alongside Civic & Community Participation manager, the case management process for the Pathway to Citizenship program legal service,



including policies relating to program intake procedures and forms, case opening criteria, retainer agreements, deadline tracking, case file organization, case notes standards, a filing system, and case closing procedures.

- Audit caseload of the program periodically and establish a time-line and program strategies for best out-comes.
- Assess the conditions for, advise on needed actions to qualify for and prepare the application for the Recognition and Accreditation Program administered by the Executive Office for Immigration Review (EOIR) of the U.S. Department of Justice (DOJ) for recognition of El Centro Hispano and partial accreditation of staff.
- Develop, alongside CEO and Civic & Community Participation manager, a Call For Proposals (CFP) for external immigration *consultation and technical legal assistance* from local firm(s).
- Unless already a DOJ accredited representative, will meet within the first six months the eligibility requirements (knowledge, training and experience) to apply for partial accreditation with the DOJ.
- Coordinate, implement and supervise the naturalization test preparation course at least 4 times a year- according to case management capacity.
- Establish and coordinate appropriate and timely engagement and communications with participants in the Pathway to Citizenship program, including but not limited to enrollment information, schedules, eligibility requirements, administrative appointments, etc.
- Organize and execute periodically Citizenship Clinics events.
- Coordinate Voter Registration campaign including forms access, control protocols and delivery to County level Boards of Elections.
- Organize Get Out the Vote events



- Coordinate with the Civic & Community Participation coordinator the support of the Department's team of Community Health Workers and volunteers to the Pathway to Citizenship program in the tasks of outreach, Citas Administrativas, Intake, client follow-ups and voter registration.
- Implement guidelines, procedures, workflows and timelines to achieve the goals and objectives of the program under their supervision.
- Develop weekly work plans according to quarterly goals and coordinate assignments and activities for the program.
- Ensure the proper following of protocols, administrative processes and communications.
- Support the development and planning of the department's plan of action and those of the program under their supervision.
- Conduct administrative processes for the correct functioning of their program and department, including but not limited to purchase orders, check requests, bookings, participant enrollment, etc.
- File upkeep, data management, processing and organization.
- Report results, findings and outcomes to the manager.
- Work alongside the Department's Civic & Community Participation and LGBTQ+ coordinator to ensure the department's cohesion and consistency of processes.
- Support manager in preparation of grant submissions and reports.
- Monitor expenses for the program under their supervision.
- Supervise use and maintenance of facilities and equipment for the efficient operation of the program under their care.
- Conduct efficient internal communications to assure the proper functioning of the department.
- Collaborate with ECH staff at large to ensure programmatic integration across departments.



- Attend and participate in all ECH's staff meetings and annual retreat.
- Other tasks as assigned by supervisor.

Legal Support:

- Conducts basic eligibility screening for enrollment in Pathway to Citizenship program.
- Under the supervision of an immigration legal practitioner, prepare Citizenship/Naturalization applications and packages or guide program participants to do it themselves.
- Coordinate and supervise Administrative appointments/Citas Administrativas with program participants.
- Under the supervision of an immigration legal practitioner, refer program participants to external legal counseling when appropriate.
- Support program participants in the use of government sites and resources for the purpose of naturalization such as IRS and FOIA.

Educational:

- Coordinate and train volunteers for the naturalization course, practice and mock interviews, and citizenship clinics.
- Supervise the actualization of the naturalization course curriculum and its correct implementation.
- Conduct supplemental sessions for the naturalization course, review sessions and other instructional activities as required.
- Arrange Voter Registration training for staff.
- Offer informational sessions and educational outreach on naturalization, voter registration and related topics in-person, Zoom, Livestream, radio, or other media.



- Attend and complete all training and certifications as required by the department and ECH.

Public Relations and Outreach:

- Build and maintain strategic relationships to further the department's and program's goals.
- Monitor website pages and public communications as pertaining to the programs under their supervision.
- Conduct outreach at events and by direct individual contact through different ECH's communications channels as required.
- Attend and participate as needed in ECH activities and events.
- Protect and uphold the reputation of the organization internally and externally

Requirements

- **Educational Background:**
 - o College degree, preferably with pre-law courses and/or courses/training in relevant US immigration law topics (such as but not limited to: Comprehensive Overview of Immigration Law, N400 form, Inadmissibility and Removal Issues, Misrepresentation and False Claims to US Citizenship, etc.)
- **Experience:**
 - o 2 years of work/volunteer experience, strongly preferred, in the areas of legal services, DOJ accredited representative, US immigration law.
 - o Technological: uses communication software such as email, Workplace and Zoom, office software such as Office, and Drive (Clouds), client management

databases, government interfaces such as those used by USCIS and has a basic understanding of social media apps such as Whatsapp.

- **Language Skills:** Proficiency in English and Spanish, native or B2-C1 level.
- **Computer Skills:**

	High	Average	Low
Office	✓		
Word	✓		
Excel	✓		•
Power Point		✓	
Internet		✓	
e-mail	✓		

- **Habilidades Adicionales**

	High	Average	Low
Equipment Management	✓		
Tool Handling			✓
Material Handling		✓	
Third-Party Security		✓	•
Confidential Matters	✓		
Decision Making	✓		
Information Management	✓		



- **Soft Skills**

Skill	Development Level			
	A 100%	B 75 %	C 50 %	D 10 %
Team Building				
Assertive Communication				
Adaptability to Change				
Service Orientation				
Commitment				
Results Orientation				
Flexibility				

Salary Range and Benefits

Full-time, 40 hours per week (occasional additional hours and weekends may be required, as needed)

Salary: \$46,671.12 (\$3,889.26)

Benefits: Health insurance, dental plan, vision plan, and 401k.

Desarrollado por:

Revisado por:



Josué Valbuena Perez
Gerente de Talento Humano

Emilia Ismael-Simental
Civic & Community Participation
Manager

Aprobado por:

Pilar Rocha Goldberg
Directora



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