

## JOB POSTING

### IMMIGRATION PROGRAM ASSISTANT

Time-As-Reported (TAR), approx. 15-20 hours per week in Albuquerque.

**SUMMARY:** Assisting immigrant victims of abuse in preparation of cases submitted for legal status. May be possibility for future advancement.

**CLASSIFICATION:** Non-exempt

**RESPONSIBILITIES:**

- \*\* Assists with preparation of immigration cases for victims of domestic/sexual violence and provides referrals to community resources.
- \*\* Obtains basic, preliminary information from clients who phone, and provides information and referrals to clients.
- \*\* Translation of documents (Spanish-English, English-Spanish)
- \*\* Works on data entry and prepares statistical reports as requested.
- \*\* Files necessary documents in a timely manner.
- \*\* Schedules clients.
- \*\* Required to type documents of up to 15+ pages.
- \*\* Respond appropriately to the cultural differences present among the Agency's service population.
- \*\* Promote the mission, work and activities of Catholic Charities in a positive manner with all staff, clients and the general public at all times.
- \*\* Complete all other duties as assigned.

**SUPERVISION:** Reports to the Program Director or other assigned staff

**QUALIFICATIONS:**

- \*\* High school diploma plus 2 years of experience in clerical work required.
- \*\* Additional education preferred.
- \*\* Basic computer competency in MS Office and Windows and ability to type at a minimum of 45 words per minute required.
- \*\* Must be able to work independently with minimum supervision and able to relate to the public

\*\* Bilingual in English/Spanish required

Send resume and cover letter to [ewerm@ccasfnm.org](mailto:ewerm@ccasfnm.org). Equal Opportunity Employer.

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