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Internal Job Posting Asylum Program Coordinator 05/11/2022

RefugeeOne is seeking a Full-Time Asylum Program Coordinator for its Afghan Parolee Asylum Assistance Program

About RefugeeOne:

RefugeeOne is the largest full-service resettlement agency in Chicago. Since 1982, we have welcomed nearly 20,000 refugees. We have resettled refugees from every major world crisis, including Rwandans and Bosnians fleeing genocide, Jews from the former Soviet Union, Cambodian survivors of the killing fields, the Lost Boys of Sudan, Iranians forced out by the Islamic Revolution, Syrians displaced by ongoing civil war, and currently Afghans who were evacuated from Kabul.

RefugeeOne provides comprehensive services including Housing, English Language Training, Case Management, Employment Services, Youth Services, Health and Mental Health Programs, and Immigration Services.

Since October 2021, RefugeeOne has welcomed 480 Afghan Parolees to the Chicagoland area, giving them a warm welcome and the opportunity to build a new life in safety.

Position:

RefugeeOne seeks an Asylum Program Coordinator to be primarily responsible for coordinating and filing Asylum Applications for Afghan Parolees. The Coordinator will prepare depositions, work closely with RefugeeOne's Attorney and Asylum team, and prepare applications for submission.

Responsibilities:

- Coordinate the intake and application completion process for all eligible clients
- Work closely with RefugeeOne's Immigration Attorney and Asylum Team
- Prepare Declarations for Asylum Applicants
- Provide quality control and assist in filing Asylum applications in a timely manner
- Provide referrals to pro-bono legal service providers when available
- Work with volunteers assigned to the Asylum program

Qualifications:

- Masters Degree or equivalent in work experience
- Demonstrated commitment to working with immigrant and refugee communities
- Excellent written and oral communication skills
- Ability to manage multiple tasks, and work independently and as part of a team
- Knowledge of the US Asylum Law and Application process is a plus
- Must be fully vaccinated against COVID-19 or have a valid medical reason for not being fully vaccinated

Salary and Benefits:

This is an exempt position. Salary is commensurate with experience. The employment package includes comprehensive health care insurance coverage, 401k employer match retirement account, and very generous vacation provisions.

To Apply:

Please submit cover letter and resume to Jan Douglas at jdouglas@refugeeone.org.

NO PHONE CALLS, PLEASE