

Immigration Program Assistant Job Posting

The Immigration Program Assistant works to support the overall administrative responsibilities of the Immigration Department.

Responsibilities:

- Process USCIS notices by making scans for client files
- Call clients and inform them of upcoming appointments with USCIS
- Schedule appointments for clients as instructed by Immigration Department staff
- Make application copies for client records
- Assist Immigration staff with preparing and mailing out Application packets and supporting documents to USCIS service centers
- Assist with maintaining accurate and adequate case files, case notes, and data using Immigration Software and RefugeeOne systems
- Assist in completing required reporting accurately and on time

Qualifications:

- Passion for the mission and vision of Refugee
- Strong interpersonal, oral and written communication skills
- Excellent organizational skills
- Strong computer skills, including working knowledge of Microsoft Office; Outlook, Word, and Excel.
- Bachelor's Degree or equivalent in work experience

COVID-19 Vaccination Required

To Apply

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

NO PHONE CALLS, PLEASE