



Position Title: Volunteer Spanish Translator and Interpreter

Supports: Legal Immigration Services

Volunteer
Spanish
Translator
and
Interpreter

Position Summary: Catholic Charities of the East Bay (CCEB) works with youth, children, and families to promote self-sufficiency, strengthen families, and pursue safety and justice. Our Immigration Legal Services Department has provided relief for immigrants and refugees for over 35 years. With a staff of five attorneys, two Board of Immigration Appeals (BIA) accredited representatives, paralegals, law students, support staff, and volunteers in Oakland, Richmond, and Concord, CCEB is one of the largest providers of immigration legal services for low-income families in the East Bay. Some of the immigration legal services CCEB provides are:

- Family-based visa petitions
- Permanent residency (Green Card) applications and renewals
- Deferred Action for Childhood Arrivals (DACA)
- Citizenship and naturalization
- U Visas (victims of crime) and VAWA cases (survivors of domestic abuse)
- Special Immigrant Juvenile Status
- Consultations regarding immigration options
- Asylum

The Volunteer Spanish Translator & Interpreter will serve under the supervision of CCEB's Immigration Attorneys in Oakland and Richmond. Training will be provided. This is a perfect opportunity for anyone bilingual in English and Spanish wanting to assist undocumented youth, individuals, and families in our community.

Essential Responsibilities:

- Interpret for Spanish-speaking clients attending USCIS interviews, consultations, and follow-up appointments with CCEB's immigration attorneys, BIA-accredited representatives, legal assistants, law clerks, and volunteers occasionally
- Translate documents from Spanish to English, such as birth certificates, marriage certificates, personal declarations, letters of support, and foreign legal document

Location:
Oakland
Richmond
Concord

Success Metrics:

- Accuracy of translations and interpretations
- Fluency in Spanish and English

Requirements:

- Must complete a Live Scan background check to be paid by Catholic Charities
- Must complete a brief online training in recognizing and reporting abuse

Agency Culture:

Every year, Catholic Charities of the East Bay moves thousands of youth, individuals, and families from Crisis to Stability to Prosperity through 3 primary program areas: “Fostering Self-Sufficiency” provides services designed to strengthen families and increase income to livable wages; “Welcoming the Stranger” offers immigration legal services, refugee relocation, and refugee employment services; “Healing Trauma” delivers immediate and sustained support to victims of crime, especially those impacted by community, domestic, and family violence, as well as mental health treatment to students and adolescents experiencing multiple, ongoing incidences of trauma.