



## Spanish Translator and Interpreter

**Location:**  
Oakland  
Richmond  
Concord

### **Position Title:** Spanish Translator and Interpreter

**Supports:** Legal Immigration Services

**Position Summary:** Catholic Charities East Bay's Immigration Legal Services Department has provided relief for immigrants and refugees for over 35 years. With a staff of attorneys, Board of Immigration Appeals (BIA) accredited representatives, paralegals, law students, support staff, and volunteers in Oakland, Richmond, and Concord, Catholic Charities is one of the largest providers of immigration legal services for low-income families in the East Bay. Some of the immigration legal services Catholic Charities 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

### **Essential Responsibilities:**

- Interpret for Spanish-speaking clients attending USCIS interviews, consultations, and follow-up appointments with Catholic Charities 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

### **Requirements:**

- Must complete a LiveScan background check paid for by Catholic Charities
- Must complete an online training in recognizing and reporting abuse
- Must volunteer at least 3 - 6 hours per week for 4 months

### **Agency Culture:**

Catholic Charities East Bay provides innovative solutions to help people who struggle with poverty and other complex issues. We work with youth, children, and families to promote self-sufficiency, strengthen families and pursue safety and justice. Help is offered through counseling, case management, financial support when facing a housing crisis, and more. We serve and work in partnership with all and celebrate the diversity of our community, including people of all backgrounds, regardless of race, ethnicity, gender identity, sexual orientation, and religious or spiritual affiliation or belief.