



Position Title: Spanish Translator for Asylum Interviews

Supports: Legal Immigration Services

Position Summary: The Volunteer Translator will serve under the supervision of Catholic Charities Immigration Attorneys in Oakland. 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 Asylum Office and USCIS interviews, consultations and follow-up appointments with Catholic Charities immigration attorneys.
- Translate documents from Spanish to English, such as birth certificates, marriage certificates, personal declarations, letters of support, and foreign legal documents.

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
- **This position will only occur, sporadically, Mondays-Thursdays, 9am -12noon and volunteer will get up to a 2 week notice if their help is needed for an upcoming Asylum Interview. This means that the volunteer will be helping on an “as needed” basis.**

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.

Spanish Translator for Asylum Interviews

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to edit this area)

Location:
Oakland