



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

**Supports:** Legal Immigration Services

### **Position Summary:**

- 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 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 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 Live Scan background check to be paid by Catholic Charities
- Must complete a brief online training in recognizing and reporting abuse
- This position is for Thursdays, 9 - noon in the Oakland office

### **Agency Culture:**

Catholic Charities of the 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 resiliency, 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.