



Catholic  
Charities  
East Bay

## Immigration & Legal Services

### Administrative Support

### LOCATIONS

OAKLAND

RICHMOND

CONCORD



**Position Title:** Administrative Volunteer Legal Department (All Locations)

**Reports To:** Ingrid Laterza, Legal Services Program Manager

**Area/Program Focus:** Immigration Legal Services

**Position Summary:** Catholic Charities East Bay is seeking volunteers to work under attorneys and DOJ accredited representatives to assist with administrative tasks and provide basic information to clients. At Catholic Charities, licensed attorneys offer legal counseling to low-income immigrants and refugees. The services we provide are:

- Family Based Visa Petitions
- Permanent Residency (Green Card) Application and Renewal
- Citizenship and Naturalization
- Deferred Action for Childhood Arrivals (DACA)
- Special Immigrant Juvenile Status (SIJS)
- VAWA Cases (victims of domestic abuse)
- U-Visas (victims of crimes)
- Consultations regarding immigration options
- Removal Defense Cases

**Responsibilities:**

- Assist with translation of documents from Spanish to English, including birth certificates, marriage certificates, declarations, and more
- Assist with copying and scanning documents
- Assist with filing, closing cases, and data entry
- Provide basic information to drop in clients
- Assist Catholic Charities at community events and outreach events
- Conduct phone banking and contact clients by email and phone

**Qualifications/Requirements:**

- A time commitment of at least 4 hours per week for at least 3 months
- Attention to detail, excellent organization, and time management skills
- Ability to communicate effectively
- Ability to speak, read, and write Spanish is preferred
- A passion for public interest
- Candidates who have worked in an office environment, particularly legal, preferred
- Professional technology skills including Microsoft Word, Excel, database software
- Ability to scan, edit and create .PDF files and experience with shared folders
- Ability to work remotely



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#### Qualifications/Requirements:

- Must complete a Live Scan background check (to be paid for by Catholic Charities)
- Must complete an online training in recognizing, reporting, and preventing abuse
- A time commitment of at least 14-20 hours per week – at least 2 full 7-hour days per week – for at least 3-6 months is required
- Must be fully bilingual in English and Spanish
- Intermediate experience with Microsoft Windows, Microsoft Office (Word and Excel), is required
- Candidates with experience working in an office environment preferred
- Candidates with a passion for social justice and immigration law are preferred

#### To apply for this volunteer opportunity:

- Complete Catholic Charities East Bay [Online Volunteer Application](#) and indicate which position you are interested in. Catholic Charities staff will follow up with you.

*Catholic Charities East Bay provides innovative solutions to help people who work hard to make ends meet and who face barriers. 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.*