

VOLUNTEER JOB DESCRIPTION

TITLE: Volunteer Legal/Administrative Assistant for CCS Catholic Immigration Legal Services

LOCATION: 100 – 23rd Avenue South, Seattle, WA 98144

JOB DUTIES:

- Manage case file management closing project: under legal staff supervision, keep files current, draft and send letters to clients and government agencies, create new files and closing out files
- Assist Directing Attorney and Case Manager with written and telephone communication with clients and potential clients
- Enter data in internet-based legal case management data base
- Copy and prepare application packets for mailing
- Create and update brochures, fliers and other publicity documents for program
- Volunteer will be supervised at all times by the Immigration attorney and will not be working directly with children/minors or elderly people.

REQUIRED SKILLS:

- Proficient in computer applications of Microsoft Office, particularly Word and Excel or experience in data base program
- Professional demeanor over the phone and in person
- Able to draft and edit letters
- Maintain confidentiality in all matters
- Able to work with high degree of accuracy and attention to detail

PREFERRED SKILLS:

- Previous experience as legal assistant or paralegal
- Previous experience as an administrative assistant
- Previous experience in immigration law office
- Fluent in language other than English preferred (Spanish, Russian, Somali, Vietnamese)
- Experience with Computer programs of Microsoft Publisher and Powerpoint
- Self-directed; enjoys taking responsibility to see project through
- Previous experience in non-profit organization; outreach experience

HOURS REQUIRED: Minimum 10 hours, two days a week.

Contact: Please email resume and letter of interest of why you would like to volunteer at CILS.
No phone calls please.

Michele Domingo, Program Manager
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