

# **Citizenship Tutoring Coordinator Volunteer Description**

## **Corvallis Multicultural Literacy Center**

**Hours:** 3 hours per week on average

**Commitment:** 1 year minimum commitment

**Start Date:** ASAP- no later than May 27th, 2024

**Staff Contact:** Program Director

**Position Description:** The Citizenship Tutoring Coordinator works as part of the CMLC Immigration Support Program with a diverse team of staff, volunteers, and other coordinators. This is a position which requires independence and self-direction. The primary responsibilities are coordinating a team of Citizenship Tutors, performing intakes and citizenship eligibility screenings for prospective clients, and staying up-to-date on evolving citizenship news and governmental processes. This position requires HIPAA compliance and a background check. Must be available to respond to emails and phone calls minimum 3 days per week. Successful applicant will work with the current Citizenship Tutoring Coordinator until they are confident in the skills, knowledge, and responsibilities.

### **Citizenship Eligibility Intakes (40%):**

- Meet with prospective clients virtually or in person at the CMLC to determine if they are eligible for USA citizenship, and thus participation in the CMLC Citizenship Tutoring Program
- Respond regularly to community inquiries about the Citizenship Tutoring Program
- Manage scheduling for intake meetings
- Arrange interpretation for intake meetings as needed

### **Citizenship Tutor Cohort Coordination (35%):**

- Coordinate Team of 3-6 volunteer Citizenship Tutors
- Onboard new tutors (process TBD, this could be as-needed or in an annual or bi-annual training)
- Facilitate a bi-monthly check in meeting with all Citizenship Tutors and Program Director
- Be in regular contact with all tutors to understand their available schedule, workload, provide assistance, and know where each client is in the tutoring process
- Attend upcoming Citizenship Tutor Training: May 28th and June 4th 6-8pm
- Keep Citizenship Folders up to date
- Print new Citizenship Folders

### **Data Management (15%):**

- Keep up-to-date summary of where each client is in their tutoring program
- Record intake and exit date from each client

### **Administration (10%):**

- Meet with Program Director minimum monthly
- Outreach to community partners to share the resource of the immigration legal clinic
- Refer clients to other CMLC and/or community offerings as needed
- Read United States Customs and Immigration Services bulletin and keep updated on citizenship processes and resources

### **Preferred skills and experience:**

- Bilingual (written and verbal), Spanish/English preferred
- Previous experience or interest in citizenship and naturalization
- Excellent written and verbal communication skills
- Organizational, administrative, and time management skills
- Computer skills including Zoom, Microsoft Office, Google Suite
- Flexible schedule

**An application packet containing a cover letter, resume/CV, and contact information for three references should be sent to [info@cmlcenter.org](mailto:info@cmlcenter.org). Applications open until filled.**