



5110 North Broadway, Chicago, IL 60640

Phone: (773) 728-3700

Fax: (773) 728-0497

www.hnvi.org

Job Announcement: Immigration Services Lead

The Vietnamese Association of Illinois (VAI) is a state-wide organization serving thousands of diverse ethnic refugee and immigrant communities in the Chicagoland and DuPage county. Our mission is to foster unity and solidarity among Vietnamese people in Illinois. Since its founding, VAI has assisted in the resettlement of families, to apply for citizenship, build community, and increase civic engagement.

The Immigration Services Lead provides immigration services to help community members apply for immigration benefits and offer guidance on applications for family-based petitions, citizenship, adjustment of status, etc.

Responsibilities:

- Provide legal support and representation for individuals on immigration matters and in applying for immigration relief and legal status;
- Conduct intake, provide eligibility determinations, and advise clients accordingly through clear and effective communication with clients;
- Maintain accurate and up-to-date physical and electronic files and detailed case notes
- Support in reporting requirements within established timelines and standards, and contribute to completion of other reports, as needed;
- Keep current on immigration law and policy as it pertains to VAI's scope of services through trainings and continuing legal education;
- Contribute information related to program activities to website and other communications content;
- Represent the organization and collaborate with community organizations in various coalitions;
- Attend trainings and workshops, in order to keep up-to-date with changing regulations, immigration laws, and related community resources;
- Conduct outreach activities, including workshop and informational sessions regarding VAI's immigration services to immigrant communities;
- Perform other related duties and responsibilities as assigned and needed by the organization;
- Provide interpretation and translation services for clients, as needed.

Qualifications:

- Excellent analytical, organizational, and project management skills, and ability to multitask effectively;
- Excellent writing and communication skills with experiences in direct client services;
- Experience facilitating conversations with diverse groups of people;
- Ability to communicate and build relationships effectively with community members and with a high degree of excellence to service;



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- Ability to work with a highly diverse group of mission-driven staff with a range of substantive experiences and expertise;
- Ability to lead and work independently and in collaboration with community advocates and community-based organizations;
- Highly motivated and self-starting;
- Strong skills with Microsoft Office and general computer literacy;
- Foreign language fluency strongly preferred, particularly Vietnamese, Khmer, Mandarin, Arabic;
- Experience with Salesforce or other forms of case management software is a plus.

Job Type: Full-time salaried position with benefits package.

If interested, please submit a cover letter, writing sample, resume, and three references to InfoVAI@hnvi.org with “Immigration Services Lead [Name]” in the email subject line.

VAI is an equal opportunity employer committed to fostering a diverse and equitable environment. VAI does not discriminate on the basis of race, color, national origin, sex, gender identity, religion, sexual orientation, age, disability, parental status, veteran status, or any other protected status under applicable laws. We encourage individuals of all backgrounds to apply.