



Job Description

Immigration Specialist

Catholic Charities has an opening for the position of Immigration Specialist in the Refugee & Immigration Services Department. This position is full-time based in Nashville and located at the Catholic Pastoral Center at 2806 McGavock Pike, Nashville, TN 37211. Hours are Monday through Friday, 8:00 a.m. to 4:30 p.m.

Primary function of this position is to provide immigration counseling; immigration screening; document preparation, filing and follow-up; and document translation services for individuals in need of various immigration assistance. This work involves verifying eligibility documents, data entry, accurate and timely completion of forms and reports, communication of rights and responsibilities with clients, electronic submissions, and documentations of services.

Education/Experience:

- High school diploma or equivalent
- Prefer candidates with prior experience working in the field of immigration

Other Skills or Requirements:

- Bilingual proficiency – English and one or more languages common among refugees
- Ability to facilitate intercultural communication and to create an environment where differences are respected
- Computer proficiency with Microsoft Office applications
- Must be able to read, speak and understand both English and Spanish
- Ability to exercise good judgment, courtesy, and tact in dealing with the public and staff
- Ability to handle confidential information with extreme professionalism
- Attention to detail and adherence to deadlines
- Ability to plan and organize work
- Ability to follow tasks through to completion
- Effective interpersonal skills including emotional intelligence, reliability, positivity, negotiation, empathy, and openness to feedback
- Strong written and verbal communications skills
- Ability to work well as a team and independently with minimal direction

Competitive salary based upon qualifications. Please email resume and cover letter to: Donna Gann, Immigration Coordinator, at dgann@cctenn.org.

Catholic Charities of Tennessee, Inc. is an equal opportunity employer. All applicants with disabilities will not be discriminated against because of their disability. EEO/VEVRAA prohibits discrimination of protected veterans under Section 503.