



Clerical Immigration Intern

Organizational Overview

Syrian Community Network is grounded in the commitment to providing quality services to Refugees and Immigrants across Chicago. Those services span from immigration, to direct case management, to education, advocacy, and beyond. Our mission is to build community and serve families by addressing their evolving needs, and we are looking for a dedicated intern to join our team and support our vision for the safety, autonomy, and agency of all.

Position Overview

SCN is seeking an intern for the Immigration program to take part in the clerical roles within the department. Clerical work can look like scanning documents, adding case notes, and mailing applications. An intern in this role is critical in helping us to be able to effectively follow up with our client and properly represent them. A successful applicant in this position is one who sees the value in learning to manipulate data, and who is able to put systems in place to make the work quicker.

Reports to: Director of Immigration

Location: Onsite - Edgewater, Chicago IL

Roles & Responsibilities include, but are not limited to:

- Scanning and filing applications, other documents related to our clients' immigration cases, and correspondence between SCN, client, and USCIS or other government agencies related to immigration
- Adding notes to case files recording actions taken by our staff to assist the client
- Preparing envelopes and relevant postage to mail applications and immigration-related documents

Our commitment to interns:

- Training for required tasks, and additional educational support as needed
- Education on the immigration application process and general clerical



office-management strategies useful for a variety of professional environments

- Continuous support from staff
- Celebration and appreciation of the interns, provide constructive feedback along the way

Schedule:

- Full educational term/trimester/semester, depending on the requirements set forth by the student's institution
- 8 hours minimum per week, within business hours
- Amount of work can vary depending on the volume of mail and/or applications, but ideally the candidate would be available for at least 2 or 3 hours three or four days a week.

Key Skills and Competencies:

- Technological literacy
- Detail oriented and organized

Details and How to Apply

Please submit your resume and cover letter explaining your qualifications for the position to our Director of Immigration, Al Peters <al@syriancommunitynetwork.org>, CC-ing our Immigration Attorney, Tyler Koteskey <tyler@syriancommunitynetwork.org> with the subject "Clerical Immigration Intern." No phone calls or other inquiries please. Only applicants selected for an interview will be contacted.