



APPLICATION PREPARER VOLUNTEER (WV)

Immigration Legal Services

*Please read through the full job description below.

Scope of Work: Work with a clinic participant to fill out their immigration application at an immigration legal services clinic.

Opening Doors holds legal clinics for individuals and families who need assistance completing their immigration applications. This includes asylum, temporary protected status, and renewal of humanitarian parole (re-parole).

As an application preparer volunteer, you will work directly with a clinic participant to ask them questions and review their documents in order to complete their immigration application. You may also work with an interpreter, as needed. Opening Doors attorneys will be present to answer questions and review all applications.

Asylum clinic participation may involve discussing details of dangerous situations experienced by the clinic participant as well as additional writing in the application. A law license, active or inactive, is required to volunteer at asylum clinics.

Time Commitment: We request volunteer support once a month, over the course of three months, depending on the clinic schedules. Each clinic may be anywhere from a half day (3 to 5 hours) to a full day (5 to 8 hours) depending on the type of clinic.

Location: 1111 Howe Avenue, Suite 200, Sacramento, California, 95825

Requirements:

- Legal background and experience preferred. Attorney license only required for asylum clinics
- Strong intercultural communications skills demonstrated ability to work effectively with people from diverse backgrounds and across language barriers
- Willingness to adhere to ODI's volunteer and workplace policies, including client confidentiality