



Center for New Americans

A Community-Based Education and Resource Center for
Immigrants and Refugees in Western Massachusetts

Center for New Americans seeks a citizenship & immigration associate for a part-time position.

The associate assists clients interested in applying for a variety of citizenship and immigration-related benefits, including naturalization, renewing or replacing green cards, and applying for citizenship certificates for children. The associate will gradually learn to help with other areas of immigration services that Center for New Americans provides, including family petitions, adjustment of status, DACA and applications for work authorization. After training, the associate will work to become accredited by the Board of Immigration Appeals. Successful candidates will have excellent interpersonal and administrative skills. Knowledge of immigration processes and second language (Spanish, Arabic) strongly preferred. Paralegal training or experience is a plus. This position is for 25 hours/ week year-round. A full job description is available on request.

Interested candidates should send a cover letter, a resume, and a list of 3 professional references to [hiring@cnam.org](mailto: hiring@cnam.org). Applications will be reviewed upon receipt. We expect to fill this position by February 1, 2021.

Center for New Americans is an Affirmative Action/Equal Opportunity Employer.

Center for New Americans (CNA) is a community-based, non-profit adult education center that provides the underserved immigrant, refugee and migrant communities of Massachusetts' Pioneer Valley with education and resources to learn English, become involved community members and obtain tools necessary to maintain economic independence and stability.