



Center for New Americans

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

Center for New Americans seeks a part-time citizenship assistant.

The Citizenship Assistant will be responsible for all aspects of preparing and filing citizenship and naturalization cases under the supervision of Center for New Americans' Staff Immigration Attorney.

The Citizenship Assistant will assist clients interested in applying for a variety of citizenship and immigration-related benefits with the application process, including naturalization, renewing or replacing green cards, replacing naturalization certificates, and applying for citizenship documentation for children. The Associate will guide clients through the naturalization process to their oath ceremony.

The position requires drafting letters and forms, collecting and compiling all necessary documents, and communicating continuously with clients, from initial intake through completion of applications until they have taken the oath to become a citizen.

Successful candidates will have excellent interpersonal and administrative skills. Knowledge of immigration processes and proficiency in at least one second language (Spanish, Arabic) are strongly preferred. Paralegal training or experience is a plus. This position is for 20 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 hire@cnam.org. Applications will be reviewed upon receipt. We expect to fill this position by January 31, 2022.

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.