



Massachusetts Immigrant Collaborative

Immigration Legal Intake Coordinator

Join our team! The [Massachusetts Immigrant Collaborative](#) (MIC) is seeking an experienced and resourceful Immigration Legal Intake Coordinator to provide immigrants with referrals and access to coordinated and critical legal services.

Full Time: 40 Hours per week

Status: Exempt

Reports to: Director of the Massachusetts Immigrant Collaborative

RESPONSIBILITIES

- Support the mission and values of MIC by demonstrating a commitment to social justice and equity; actively participating in organizational efforts toward anti-racism; and value, promote, and integrate anti-racist ideas and policies into our work.
- Triage clients via phone to determine their legal issue, enroll them through a centralized intake process and liaise with MIC partners to schedule a legal consultation
- Monitor, follow up and coordinate legal services between partners
- Maintain updated knowledge about available partners' resources, and refer clients.
- Provide administrative support: data entry, reporting, and monitoring status of cases
- Establish, track and meet program dashboard indicators (enrollments, referrals, outcomes, etc.)
- Generate strategies and solutions in response to unforeseen challenges of the program
- Build relationships, collaboration and excellent communication protocols
- Attend and actively participate in staff meetings and team-based projects, both within MIC (hosted at the Rian Immigrant Center) and partner organizations

QUALIFICATIONS

- A commitment to the overall mission and values of the Massachusetts Immigrant Collaborative
- Spanish fluency required; Portuguese, Haitian Creole or French language skills a plus to match the majority of immigrant participants served by this role.
- Experience working directly with people from diverse backgrounds.

- An interest in immigration law desired but not required
- Great organizational skills and attention to detail
- Articulate and clear communicator
- Highly motivated, able to work independently and as part of a team
- Competent in using Microsoft Word, Excel and databases (Salesforce experience a plus)
- Good interpersonal skills – friendly, helpful, and “can do” attitude
- Ability to handle confidential information with the highest level of discretion

HOW TO APPLY:

Send a cover letter and resume with **Immigration Legal Intake Coordinator (MIC)** in the subject line to career@riancenter.org.

ABOUT THE MASSACHUSETTS IMMIGRANT COLLABORATIVE

Immigrants are the backbone of support for the City of Boston and its surrounding communities. In response to the COVID-19 pandemic and its impact on immigrant families losing their jobs and having little-to-no access to benefits or healthcare, the [Rian Immigrant Center](#) and 12 other partner organizations came together to form the Massachusetts Immigrant Collaborative (MIC). The purpose of the collaboration is to address immigrant families’ most urgent needs by providing direct financial relief and other resources. Joining forces has allowed MIC to serve more than 13,000 immigrants since April 13, 2020.

Given our successes working together over the past two years, the Collaborative has developed a legal services model to address the demand for immigration legal services over the next two years. Collaborative partners will now offer timely access to centralized legal services to vulnerable immigrant communities. Our goal is to provide centralized, culturally competent, immigration legal support to immigrant families most impacted by Covid-19. The model will bolster the Collaborative’s internal capacity to meet the growing challenge of providing culturally-competent legal services to immigrants.

For more information on the Massachusetts Immigrant Collaborative please visit www.immigrantrelief.org

Working at Rian: The Massachusetts Immigrant Collaborative is currently hosted at the [Rian Immigrant Center](#). Rian’s staff of thirty-three includes immigration attorneys, social workers, educators, youth workers and others, who bring enthusiasm and a commitment to our mission and the work at the Center. We work as one team. Our generous benefits package includes a hybrid work environment with flexible work time, health benefits, 20 vacation days, 15 holidays, 5 sick days, a 403(b) plan, and occasional off-site community building time together.