

## Citizenship Fellowship Position

**Time Commitment:** part-time, hourly: 19 hours/week, in-person, 3 days

**Pay:** \$20.00 per hour, not eligible for benefits

**Supervision:** Reports to Citizenship Program Specialist

**Start Date:** Aug 18, 2025

**End Date:** June 19, 2026

### Position Summary

The Citizenship Fellow will support our organization's mission to expand access to naturalization and citizenship services for immigrants. This fellowship is a hands-on opportunity to assist with citizenship applications (N-400, N-600, I-90, N-648, Fee Waivers, FOIA requests, etc.), support community members navigating the naturalization and citizenship process, and receive training around the Department of Justice (DOJ) accreditation. This is an ideal opportunity for individuals looking to deepen their knowledge of immigration law and to gain experience in providing direct legal services to immigrants and refugees. The ideal candidate is detail-oriented, empathetic, bilingual, and passionate about immigrant justice and civic engagement.

### Key Responsibilities

- **Application Support:**

- Assist clients with completing N-400, N-600 and I-90 applications and supporting documents
- Help prepare evidence and fee waiver requests as needed
- Track and follow up on application progress

- **Client Intake & Follow-up:**

- Conduct intake interviews to assess eligibility for naturalization and citizenship for potential new clients and schedule them for citizenship workshops, and follow up with clients regarding missing information and documents as needed.
- Maintain accurate records in case management systems
- Provide clients with information about the naturalization and citizenship timeline and next steps.
- Respond to inquiries received by the Citizenship Program and provide adequate referrals.

- **Program Support & Outreach:**

- Support citizenship workshops and community events
- Help manage logistics, scheduling, and translation assistance (if multilingual)

- Conduct follow-up calls and surveys to track outcomes
- **Professional Development:**
  - Attend and assortment of public and internal training around immigration law
  - Shadow accredited representatives.
  - Participate in study sessions or certification preparation as applicable.

#### Desired Qualifications

- Commitment to immigrant rights and civic inclusion
- Strong organizational skills and attention to detail
- Ability to work independently and in a team
- Language skills in [Spanish, Haitian Creole, etc.] are a plus
- Experience with legal, nonprofit, or case management work preferred
- Willingness to learn and engage with complex legal material
- Ability to navigate a high volume of calls and emails

#### Learning Opportunities

- In-depth understanding of the naturalization and citizenship process
- Training hours toward DOJ partial accreditation
- Exposure to nonprofit legal service models
- Policy and advocacy work related to citizenship and immigrant integration

#### Compensation & Benefits

- \$20.00 per hour, up to 19hrs per week
- Access to organizational trainings and professional development resources
- Strong mentorship from legal staff and program leadership