



Job Description *Volunteer & Intern Coordinator*

TITLE: Volunteer and Intern Coordinator
REPORTS TO: San Antonio Office Director
TYPE OF POSITION: Full time
FLSA STATUS: Non-Exempt

SUMMARY DESCRIPTION:

Under the direct supervision of the San Antonio Office Manager, the Volunteer and Intern Coordinator is responsible for recruiting, training non-attorney volunteers, and coordinating volunteer trainings and events. Non-attorney volunteer duties may include managing document translation, providing pro bono support, providing administrative support, assisting with event coordination and other duties as needed. The individual will also work to support the Legal Orientation Program (LOP) and the Immigration Court Help Desk (ICH) by coordinating volunteers and by providing pro se assistance at the detention centers and local immigration court.

MAJOR DUTIES AND RESPONSIBILITIES:

- Recruit, Train, Onboard and Offboard AG volunteers and interns
- Provide and coordinate trainings to community members in San Antonio, Austin, Waco and surrounding counties served
- Attend and/or coordinate attendance of community coalitions we serve
- Update and maintain outreach materials as needed
- Support the organization with its social media presence
- Collaborate with attorneys and other support staff to determine agency needs, special projects, and areas where volunteers or interns can support AG
- Compile monthly statistics from education and outreach sessions
- Track volunteer/intern hours and assignments
- Draft and send monthly newsletters updating volunteers/interns about current events and opportunities in the AG office
- Support the LOP and ICH programs through the coordination of volunteers for translations, conducting presentations, and intakes at the detention centers or local immigration court
- Review translations of supporting documents for LOP/ICH and all documents for attorneys
- Coordinate with local universities to provide service opportunities for students
- Attend volunteer/intern recruitment events as needed
- Assist in maintaining databases
- Always respects organizational confidentiality.
- Other duties as assigned.

REQUIRED WORK EXPERIENCE/SKILLS:

- Bilingual in Spanish and English.
- Excellent communication and writing skills.
- Excellent organizational skills and attention to detail.
- Dedication to and experience in serving low-income populations and a demonstrated commitment to pursuing social justice.

REQUIRED EDUCATION & QUALIFICATIONS:

- 1-2 years of experience
- Will consider equivalent/extensive immigration experience as substitute for education requirement