



Accredited Legal Representative (Part/Full-Time) *For the Nations: Refugee Outreach, Garland, TX*

Primary Functions

- Obtain Board of Immigration Appeals (BIA) accreditation
- Determine how FTN becomes BIA accredited as an organization
- Create an inhouse processing system for legal Green Card and citizenship needs
- Build a local legal aid referral system of immigration lawyers
- ****No immigration law background required****

Other Possible Functions

- Help with after-school tutoring programs for children
- Teach reading and other educational classes for children during the summer
- Provide transportation services to refugee families
- Assist families personally and in connection with our Acculturation Department
- Support other FTN programs as needed

Required Qualifications

- Christian in good standing with his/her local church
- Willing to raise individual support for annual salary*
- Passion for helping people
- Strong administrative, computer, and organizational skills
- Managing large amounts of data and information
- Excellent intercultural and interpersonal communication skills
- Strong written and verbal skills
- Experience working with diverse and/or international communities
- Flexible, self-motivated
- Good at working in teams, independently, and at delegating tasks

Other Preferred Qualifications

- Experience in working with nonprofits and/or ministries
- Knowledge of Immigration law

How to Apply

- Send resume to Sarah Waid, Director of Acculturation: sarahwaid@ftnro.org
- Apply at www.ftnro.org/careers
- **We are currently **unable** to sponsor work visas*