

The mission of the **Berkshire Immigrant Center (BIC)** is to assist individuals and families from more than 80 countries in making the economic, psychological and cultural adjustment to a new land, not only by meeting basic needs, but by helping them to become active participants in our community, as well as assist them in navigating the complex U.S. Immigration system.

Job Title: Case Manager – Bilingual (Spanish)

Position: Part Time

Degree Preferred: Bachelors Degree

Description:

Bilingual Case Manager fluent in Spanish based in Pittsfield, MA. Position is 20 hours a week with potential for full-time in the future. Quality training on immigration procedures and relevant legislation provided; long-term commitment sought.

Responsibilities:

- Assess client's immigration and resettlement needs
- Make referrals and assist clients access necessary services
- Manage data collection/prepare reports and ensure confidentiality
- Present talks, arrange special events and lead workshops on immigration
- Represent BIC at community fairs and special events
- Attend training on immigration procedures and legislation
- Perform community outreach and disseminate information about BIC to human service agencies, the private sector, churches and schools.

Qualifications:

- Bachelor's degree or higher
- Native-language fluency in Spanish
- Demonstrate enthusiasm and commitment to BIC's mission
- Able to Multitask and prioritize
- Able to participate in collaborative work
- Demonstrated high level of self-direction and results-oriented
- Prior immigration or legal experience a plus

Please submit cover letter and resume to Hilary Greene, Executive Director of BIC, 88 South Street, Pittsfield, MA 01201 or e-mail to hilary@berkshireic.com. Interviews begin in March and position will remain open until filled.

BERKSHIRE IMMIGRANT CENTER IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER, WITH A LONGSTANDING COMMITMENT TO INCREASING THE DIVERSITY OF THE EMPLOYEE COMMUNITY