



## **JOB DESCRIPTION**

### **Affidavit of Relationship (AOR) Specialist Full-time**

**Person in the Position:** TBD

**FLSA Status:** Non-Exempt

**Reports to:** Director of Resettlement

**Travel:** Less than 10 days a year

**Salary Range:** \$42,000 - \$45,000

#### **QUALIFICATIONS:**

Associate's degree in health and human services, or equivalent combination of education and experience preferred. Strong analytical and problem-solving skills. Strong verbal/written skills required. Strong interpersonal skills essential. Proficient skills in keyboarding, data entry, word processing, and file maintenance Ability to use software to develop spreadsheets and databases. Ability to multi-task numerous administrative activities. Well-organized and detail oriented. Knowledge of and experience working with refugee/immigrant populations preferred.

#### **POSITION PURPOSE:**

The Affidavit of Relationship (AOR) Specialist is the primary point of contact for all persons granted refugee or asylum status in the United States to petition for their immediate family members through the AOR application process. The position will work closely with existing staff, and begin the process become accredited to provide additional immigration services, in addition to the primary responsibility of AOR applications.

#### **Role & Responsibilities**

- Be the primary point of contact for all eligible community members who are interested in applying for AOR's for overseas family members.
- Meet with clients and assist with the application process, including collecting documents, filling out forms, and submitting the online application.
- Maintain regular communication with families to provide status updates on the application.

**Knowledge, Skills, & Abilities**

- Knowledge of immigration and citizenship policies and procedures preferred.
- Experience in assisting community members with the submission of AORs preferred.
- Ability to respect and work with individuals from many cultures and English proficiency levels.
- Proficiency with Microsoft Office Suite, Google Docs, Drive and Sheets, and other Google Products.
- Strong written communication.
- Excellent communication/coordination skills.
- Reliable, detail orientated, self-motivated, ambitious, able to work on projects with minimal supervision.
- Maintains accurate case notes and prepares reports as required
- Other duties as assigned.

**Other Functions:**

Establishes communication and works closely with agency departments to ensure grant and contract compliance.

Participates in agency long range planning to assure future growth and development of The Center.

Promotes The Center in the community by attending community functions, speaking on behalf of the agency and serving as a liaison with related agencies and service providers.

Any other duties required by the agency, contracts, or the supervisory management or the Board of Directors of the agency.