



Citizenship Group Processing Volunteer

Volunteer Profile:

- Very comfortable typing on a computer and completing data entry
- Confident communicator that is patient with limited-English speakers
- Interest in learning about immigrant communities and their path to U.S. citizenship
- Good written English and detail oriented
- Fully vaccinated for COVID-19

Position Description:

- Help bring economic and civic benefits to the more than 65,000 Minnesota residents that are eligible to apply for U.S. citizenship by assisting our Minnesota neighbors to complete their citizenship application
- Learn how citizenship benefits all of us at <https://youtu.be/PCcicmqgc5I>

Primary Duties:

- Under the supervision of IIMN staff (Department of Justice accredited representatives) complete naturalization applications with clients. Read all questions on the application and transcribe the answers on to the form. Staff provide preliminary eligibility screening with client, final review of the application, and explain process and next steps to the client.
- 10-minute intro about citizenship application <https://youtu.be/k8xtB3uKYvw>

Time Commitment:

- Choose one or more weekday shifts (3 - 4 hours each); morning and/or afternoon available

Location:

- On-site at 1694 Como Avenue, Saint Paul MN 55108

How to Sign Up:

- Complete a volunteer application form to receive the current sign-up schedule.

If you have questions regarding volunteer opportunities, contact Hayat Mohamed at:

HMohamed@iimn.org.