



MINNESOTA COUNCIL OF CHURCHES
refugee services

Volunteer Position Description

(612) 230-3219 • rsvolunteers@mnchurches.org

Position Title: Diversity Visa Lottery Volunteer

Background Information: The United States government grants 50,000 Diversity Visas annually to citizens of nations with low rates of migration to the US. The DV Lottery is an exciting opportunity which allows persons who have a high school level education or equivalent work experience to come to the United States as Legal Permanent Residents.

Completing the DV Lottery application without assistance can be confusing and difficult, especially as incomplete or inaccurate applications will not be accepted. The Minnesota Council of Churches will file applications for Lottery entrants from October through November in order to ensure that clients are properly enrolled.

Position Description: Diversity Visa volunteers meet directly with clients at the office during walk-in hours to screen applicants, complete applications, and take the client's photograph, when necessary. This is an exciting opportunity to become familiar with immigration processing and to meet a wide diversity of immigrant populations in Minnesota.

Training: Diversity Visa volunteers receive a general volunteer orientation from the Volunteer Coordinator and Diversity Visa Lottery training from the Immigration Services Coordinator.

Supervision: Diversity Visa volunteers will work alongside the Immigration Services Coordinator, who will be available to answer questions before submitting to United States Immigration and Citizenship Services.

Time Commitment: Diversity Visa volunteers are asked to volunteer at least once a week for a three-hour Diversity Visa session, from October 3, 2008 through December 1, 2008. Diversity Visa sessions are held on Mondays from 1-4pm and Wednesdays from 9am-noon.

Location: Refugee Services is located in the Minnesota Church Center, located in 122 W. Franklin Avenue in South Minneapolis.

Qualifications:

- Proven attention to detail (experience with immigration paperwork preferred)
- Excellent cross-cultural communication skills
- Ability to maintain a regular schedule
- Bilingual in Somali or Karen languages and English a major plus

To apply, please submit the Volunteer Application and a Resume (or a brief personal statement) to the Kristin Zoellner at rsvolunteers@mnchurches.org. Applications can also be mailed to: Refugee Services, 122 W. Franklin Ave., Suite 100, Minneapolis, MN, 55404.