

The Episcopal Diocese of West Texas operates a daytime respite center in San Antonio, serving newly arriving families and individuals legally seeking asylum in the U.S. The **Immigration Ministries Driver** will support the work of the Diocese of West Texas and the Respite Center Coordinator in all transportation for the facility. The services provided by this role will rely extensively on Spanish language skills (both written and verbal), critical thinking, problem-solving, and organization skills. The services provided will be planned by the Respite Center Coordinator and supervised by the Director of Immigration & Refugee Ministries.

Responsibilities

- Create a comfortable and welcoming environment for migrants
- Lead migrant transportation to and from the respite center and/or hotel
- Report van maintenance needs to Respite Center Coordinator
- Support migrant check-in and orientation
- Maintain cleanliness of the Immigration Van
- Enforce the van's No Food or Drink Policy
- Input and submit number of miles traveled, number of people served, and other data into system
- Share end-of-day reports with the Director of Immigration & Refugee Ministries

Skills Required

- Native or Advanced fluency in Spanish **required** (reading, writing, and conversational)
- Commitment to diversity, equity, inclusion and anti-racism
- Clean driving record
- Must be comfortable operating a 15 passenger vehicle
- Excellent written and verbal communications
- Computer proficiency (Email, Word, Excel, Google Docs)
- Works well in fast-paced and stressful situations
- Accurate data recording / entry / reporting
- Highly organized with great attention to detail
- Self-starter with excellent problem solving and multi-tasking skills
- Can prioritize duties and manage time effectively
- Able to be independent or as a member of several individuals providing support

Additional Details

- Fast-paced environment often handling multiple tasks
- Must pass a preliminary background check
- Primary service times needed are Monday – Friday 2:00 p.m. to 10:00 p.m.
- Contract position through December 31, 2023, for approximately 35 to 40 hours per week

To apply, submit a resume to: Flor Saldivar at immigration@dwtx.org