



Esperanza Center

430 S. Broadway, Baltimore, MD 21231-2409 • Phone: 410-522-2668 • Web: www.cc-md.org/esperanza

OPPORTUNITIES TO VOLUNTEER

The Esperanza Center is a program of Catholic Charities which offers English as a Second Language classes, Health Services, Client Services, and Immigration Legal Services to immigrants in the Baltimore region. In all of our programs, volunteers are needed to help accomplish our mission of providing essential resources and compassionate services to promote citizenship, family unity, health and community integration.

Immigration Legal Services

Immigration Legal Services was founded in 1994 to provide low-cost legal counseling and representation in immigration matters. We assist clients and their family members seeking to obtain, extend or retain lawful immigration status in the United States.

Volunteer opportunities include:

- Attorneys or law students, with or without immigration law experience
- Clerical volunteers to assist with client communication duties, such as helping clients complete consult questionnaires, assembling letters, making and returning phone calls, etc.
- Assist with data entry for necessary reporting

Language requirement: *Bilingual in English/Spanish preferred, but not necessary.*

Health Services Clinic

The Esperanza Center Health Services Clinic provides high-quality health care to the immigrant community. The program engages volunteer providers, including physicians, dentists, nurses and mental health professionals, to offer primary care to patients.

Volunteer opportunities include:

- Medical professionals, such as physicians, nurse practitioners, nurses, dentists, dental assistants, etc.
- Medical students, to perform basic medical tasks
- Administrative needs - filing client documents, answering phones, reminding clients of appointments, etc.

Language requirement: *Bilingual in English/Spanish required.*

All Medical providers will be required to be credentialed under the FTCA requirements prior to volunteering.

Client Services

The Esperanza Center welcomes new immigrants to the community and provides resource referrals and access to programs and information to help immigrants integrate into the U.S. culture and improve their quality of life.

Volunteer opportunities include:

- Referral tasks - including answering phone calls, researching community organizations, and referring clients
- Translations of birth certificates, marriage certificates, etc.
- Job search assistance, including writing resumes and cover letters and filling out forms
- Greeters to welcome and direct visitors of Esperanza Center

Language requirement: *Bilingual in English/Spanish required.*

English as a Second Language

The English as a Second Language program at the Esperanza Center is unique because we offer flexible class schedules for volunteers and students. By semester, our informal, drop-in class sessions offer volunteer-taught lessons while our formal courses are taught by professional teachers.

Volunteer opportunities include:

- Teaching English to speakers of other languages, through informal small-group sessions
- Entering important data into our online platform, for grant/other reports
- Curriculum development, for our 8-week rotating topics

Language requirement: *None. Spanish, French or other languages always helpful.*



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Non-profit Administrative / Marketing opportunities

Esperanza Center is a thriving non-profit that is always looking for assistance with administrative tasks. This opportunity is perfect for anyone who is interested in learning how a non-profit works, becoming familiar with the various Esperanza Center programs and needs a flexible volunteer schedule.

Volunteer opportunities include:

- Scanning and recycling documents, to assist in our "Going Green" initiative
- Writing thank-you notes, mailing letters, and compiling data
- Making phone calls, scheduling meetings, etc.
- Entering important statistics into our database, for support on grant applications and more
- Planning events for our 50th Anniversary!
- Design flyers and publications for our 50th Anniversary events
- Create materials for outreach projects
- Compile photos / information to create brochures, templates, etc.

Language requirement: *None. Spanish, French or other languages always helpful.*

Scheduling is very flexible for this position.

Please contact **Beth Awalt** at **443-825-3433** or bawalt@cc-md.org for more information about our volunteer opportunities and schedules, and to RSVP for a Volunteer Tour. Thank you for your interest!