

POSITION ANNOUNCEMENT

POSITION: Immigrant Integration Program Coordinator **OPEN:** Immediately

LOCATION: Washington, DC

CLOSE: Until filled

CONTACT: Sabrina Terry & Laura Vázquez

SALARY: Commensurate with
experience

BACKGROUND

UnidosUS, previously known as NCLR (National Council of La Raza), is the nation's largest Hispanic civil rights and advocacy organization. Through its unique combination of expert research, advocacy, programs, and an Affiliate Network of nearly 300 community-based organizations across the United States and Puerto Rico, UnidosUS simultaneously challenges the social, economic, and political barriers that affect Latinos at the national and local levels. For 50 years, UnidosUS has united communities and different groups seeking common ground through collaboration, and that share a desire to make our community stronger. For more information on UnidosUS, visit www.unidosus.org or follow us on Facebook and Twitter.

SUMMARY

The Policy and Advocacy component is seeking a Program Coordinator to manage the tasks, partnerships, and deliverables associated with the Immigrant Integration team's projects. The immigrant integration team is innovating pilot programs to eliminate barriers that hinder immigrants from reaching their full potential. The team works with UnidosUS Affiliates and partners to establish and sustain immigration legal services programs and build upon these services.

The Program Coordinator will be responsible for managing the requirements of the grants, ensuring compliance and completion of program deliverables, and performing data management and reporting. S/he will support the day-to-day activities, and serve as a liaison to Affiliates. The Coordinator will participate in all Immigrant Integration team activities and events, and support institutional goals and objectives.

The Program Coordinator will report to the Senior Strategist of the Economic Policy Project and the Senior Program Manager for Immigration Initiatives. This position will be based in Washington, DC.

RESPONSIBILITIES

- Report on the outcomes from immigrant integration programs, includes gathering quarterly and/or final reports from Affiliates, as well as develop and maintain a repository for the information.
- Coordinate outreach for immigrant integration events, including developing invitations, sending emails, tracking RSVPs.
- Develop and disseminate an immigrant integration app and online interactive tool to map immigration-financing resources, including communicating with web developer, scheduling meetings with relevant internal staff, work with communications team to disseminate the tools, and updating list of resources as needed.
- Provide technology assistance to program grantees, including facilitating online tool trainings, and troubleshooting sub-grantee technology challenges.
- Work with team members on Immigration Initiatives in support of citizenship campaign activities.
- Create and prepare templates and content for communications with Affiliates, including information on trainings, practice advisories, and updates on immigration policy.
- Monitor and compile news articles, reports and journal entries regarding immigration initiatives and small dollar credit products to share with immigrant integration team
- Draft blog posts and toolkits to highlight the work of Affiliates in the immigrant integration space.
- Participate in relevant conferences and meetings.

QUALIFICATIONS

- Bachelor's degree, and at least one year of professional experience working in immigrant integration.
- Ability to manage multiple tasks, prioritize assignments, and meet deadlines.
- Demonstrated experience working with community-based organizations or other nonprofits. Preference if familiar with immigration services.
- Some project management experience, including problem-solving and relationship-building skills.
- Strong written and oral communication skills, and professional attitude in representing UnidosUS and its partners to various audiences.
- Ability to work well independently and as part of a team.
- Experience managing data and reporting.
- Organized, detail-oriented, creative, and flexible.
- Proficient in Microsoft Office Suite.
- Ability to travel up to four times a year.
- Bilingual (English/Spanish) speaking and writing skills preferred.

Please include “Immigrant Integration Program Coordinator” in the subject line of your email.

SEND COVER LETTER, WRITING SAMPLE AND RÉSUMÉ TO:

UnidosUS
Raul Yzaguirre Building
Attn: Sabrina Terry & Laura Vázquez
1126 16th Street, NW, Suite 600
Washington, DC 20036
Email: oral-admin@unidosus.org

No phone calls please!

EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.