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ONA Community Navigator

Status: Full-time (40 hours/week)

Reports to: Chief Operating Officer

Supervises: none

Travel: Less than 10 days a year

Department: Office for New Americans

Salary: \$50,000.00 per year

QUALIFICATIONS: Required education: Bachelor's Degree preferred

Required language: Spanish, Arabic, Bosnian, Karen, or Burmese

Bachelor's degree in health and human services or education, or equivalent combination of education and experience preferred. Demonstrated previous experience working with low income communities. An understanding of the needs of low-income immigrants in the proposed region. Knowledge of the region and its economy, and the services provided to low-income immigrants through community-based organizations and other entities. Experience developing effective collaborative relationships with community-based organizations and other entities. Experience working with refugee/immigrant populations. Multi-cultural competence and familiarity with working with Limited English Proficient (LEP). Strong analytical and problem solving skills. Superior verbal/written skills, bi-lingual and bi-cultural skills and presentation skills. Strong knowledge and understanding of health, human, education and social related services, multicultural orientation, and community resources related to refugee populations. Ability to speak a language aside from English that is in the top languages spoken by limited English proficient low-income immigrants in the region is preferred.

POSITION PURPOSE: The ONA Immigrant Community Navigator is responsible for providing comprehensive program management of all activities required to be completed for the Workforce Community Education, Community Navigator and Welcoming Communities Program. The primary program responsibilities include:

- Establish and lead a local "Immigration Integration Round Table" program including but not limited to representatives from members of the private sector, local governments, community-based organizations, immigrants, local businesses, chambers of commerce, farm workers, farm owners, CAAs, refugee resettlement agencies, immigrant service providers and members of the community.
- Deliver research report regarding important economic, workforce issues facing immigrants in the region as identified by the immigrant community.
- Work with the ONA Opportunity Center(s) and other partners in the service area and develop and implement Employment/ Workforce Development workshops, expos, or other type of events to be held at the partner agency to meet the needs of the immigrant community.
- Coordinate and support ONA Press Office with advertising and other media related efforts.
- Create a strategic plan to recruit a significant number of community volunteers.
- Recruit significant number of community volunteers who will help low-income immigrants learn about existing services.
- Conduct community outreach impact days with volunteers.
- Track and create a calendar of local immigrant-related events on the ONA website.
- Create up to four (4) local tours for relevant stakeholders.
- Conduct Community Conversations about welcoming immigrants, particularly the low-income immigrant population, including outreach for these events.
- Conduct Community Navigator trainings, including outreach for these events.
- Responsible for all program documentation and reporting.

Other Functions Ensures program activities are administered in accordance with federal and state regulations and in compliance with contract/funding requirements. Coordinates services with other departments of the MVRCCR to assure immigrants receive a full range of services provided by the agency, as well as external agencies. Establishes communication and works closely with the community partners to ensure culturally appropriate services and programming. Participates in agency long range planning to assure future growth and development of MVRCCR. Promotes MVRCCR in the community by attending community functions, speaking on behalf of the agency and serving as a liaison with related agencies and service providers. Any other duties required by the agency, contracts, or the supervisory management or the Board of Directors of the agency.