



201 Bleecker Street | Utica, New York 13501 | 315.738.1083 | TheCenterUtica.org

THE CENTERSM

ONA Opportunity Center Program Coordinator

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 Opportunity Center Program Coordinator is responsible for providing comprehensive program management of all activities required to be completed for the Legal Counsel, Citizenship Classes and Community Workshops. The primary program responsibilities include:

- Establish and lead Community Workshops that cover a variety of topics that are of value to the Refugee and Immigrant Community.
- Work with the ONA Community Navigator 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.
- Plan and oversee all Legal Counsel Days
- Oversee Volunteer Instructors for Citizenship Classes offered at the agency.
- 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 MVRCR 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 MVRCR. Promotes MVRCR 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.