



JOB DESCRIPTION
ONA Immigrant Resource Coordinator
(One Full-time)

Person in the Position: TBD

FLSA Status: Non-Exempt

Reports to: Director of Operations

Supervises: None

Travel: Less than 10 days a year

Salary Range: \$52,000 - \$55,000

QUALIFICATIONS:

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 immigrants in the proposed region. Knowledge of the region and its economy, and the services provided to immigrants through 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.

The Immigrant Resource Coordinators should have the following preferred qualifications:

- Experience working with immigrant communities;
- Experience with volunteer coordination or similar activities;
- Experience in community development and training with underserved communities;
- Fluency in a language other than English in the top languages spoken by limited English proficient immigrants in the region is preferred.

POSITION PURPOSE: The Immigrant Resource Coordinator will be responsible for supporting a network of immigrant volunteers to conduct community outreach and provide vital information to the immigrant population that is language accessible and culturally appropriate. The primary program responsibilities include:

- The ONA Immigrant Resource Coordinator grantee will develop and implement a volunteer recruitment and retention plan to recruit and retain a minimum of five Immigrant Helping Hands volunteers for their service region.
- The Immigrant Resource Coordinator(s) will conduct outreach and other related

activities, as described in the recruitment plan, throughout the contract year, to recruit and retain volunteers.

- Meet with volunteers at least once per month, either in person or virtually, to provide training and additional information to build their volunteer capacity.
- Develop and maintain a virtual or remote and confidential system to quickly send information to volunteers and receive real-time volunteer updates and urgent requests both individually and as group.
- Organize and host a minimum of 10 Information Session Days per contract year to meet the needs of the immigrant community.
- Establish and lead a local Immigration Community Round Tables, 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.
- Develop and maintain a referral list of programs and services available to immigrants in the service area. This list must feature current Office for New Americans programs and partners in the service area and other free services and resources, including from state agencies and local providers. Responsible for all program documentation and reporting.
- Participate in virtual quarterly calls with other Immigrant Resource Coordinators organized and hosted by ONA.
- Participate via phone or internet ONA Webinars held on a monthly basis.

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 Center 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 The Center.

Promotes The Center 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.