



## Illinois Coalition for Immigrant and Refugee Rights

### *Position Announcement*

**Title:** Program Coordinator Independent Contractor

**Report to:** Deputy Director

**Organization and position description:** The Illinois Coalition for Immigrant & Refugee Rights (ICIRR) is a coalition of more than 130 member organizations that works through its membership (community organizations, labor unions, religious institutions, social service agencies, ethnic associations, etc.) to build power and advance a pro-immigrant platform at local, state, and national levels. ICIRR's mission is to promote the full and equal participation of immigrants and refugees in the political, civic and economic life of our diverse society. ICIRR provides our members with organizing and advocacy strategy, training and technical assistance on issues that affect their respective immigrant constituents, and up-to-date information and policy analysis on immigrant- and refugee-related issues. ICIRR ensures the effectiveness of our member organizations by providing ongoing leadership development opportunities, promoting citizenship and civic participation, monitoring and analyzing immigrant-related laws and policies, forming cross ethnic alliances, and informing the general public about the positive contributions of newcomers to Illinois and the U.S.

The Program Coordinators are responsible for program implementation, training, and outreach, monitoring, reporting and convening partner organizations. A crucial aspect of the outreach and training is to provide technical assistance, training and support to partner organizations to help them succeed. Developing an integrated outreach plan with partner organizations and training program partners and assisting partners in implementation of their outreach plan is also a part of the technical assistance functions that ICIRR program staff provide.

#### **Job Responsibilities:**

- Works as part of the program's team to carry out the day-to-day functions of the SBA program.
- Performs visits to the hotels to evaluate and support partners, identify needs, assists in meeting needs.
- Responsible for monthly programmatic reports, in coordination with other program staff, to submit to the State and other funders on behalf of the program.
- Provide database support and technical assistance for programmatic staff and sub-grantees.
- Meets with hotel lead organizations frequently, assist in the coordination of presentations/workshops, provides guidance when needed.
- Assist in the coordination of donations needs for the hotel in coordination with the ICIRR Donations coordinator,
- Identify issues of concern emerging from partner reports for programmatic purposes and to inform ICIRR's advocacy work.



- Keep partners aware of the latest legislative and administrative developments concerning Southern Border Asylees.
- Other duties as assigned.

**Qualifications:**

- Passionate about working for immigrants' rights and social justice
- Three years of experience working with community-based organizations and/or agencies serving immigrant communities.
- Ability to work independently and take initiative on areas of responsibility and successful implementer.
- Experience in grant management, Salesforce or other database systems
- Excellent interpersonal, public speaking and organizational skills.
- Detail oriented with the ability to manage various tasks and complete them in a timely manner.
- Bachelor's degree, preferred
- Knowledge and awareness of immigration law and policies.
- Proficient in Microsoft Office, Word, Access and Excel,
- Bilingual in English and Spanish preferred.
- A car and valid driver's license are required.
- Some evening and weekend hours are required.

**Salary:** \$2,250 by-monthly

Qualified applicants should submit their resume to [jobs@icirr.org](mailto:jobs@icirr.org). Please include SBA Program Coordinator in the subject. No phone calls, please.

***ICIRR is an Affirmative Action/Equal Opportunity Employer***