



Illinois Coalition for Immigrant and Refugee Rights

Position Announcement

Title: Program Coordinator

Report to: Senior Director of Programs

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 New Americans Initiative is the nation's largest **Citizenship Program**. NAI distributes grants to nearly 50 community-based organizations that help immigrants naturalize through outreach, citizenship preparation & English as second language (ESL) classes, and legal services. The IFRP a fourteen year old program, is one of a kind program that works with immigrant and refugee communities to access crucial services including language assistance and navigating complex government programs to move towards self-sufficiency and integration. IFRP currently funds 36 community based organizations to provide interpretation and translation services, outreach regarding services, information and referrals, application assistance, and case management services.

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 immigrant integration programs and works with other program staff.
- Assists with contract administration, including program work plans, financial and budget requirements, and assisting with the Request for Proposals (RFP's) for 3-year grant cycles.
- Maintains all relevant data for use in tracking, analyzing, including data collection, input, and reporting.
- Performs site-visits to evaluate and support partner performance, identify weaknesses and strengths, assist with outreach plan, provide technical assistance and training,
- Keep partners aware of the latest legislative and administrative developments concerning public benefits, naturalization, administrative and/or administrative relief, the rights of Lawful Permanent Residents (LPR's) other policy issues affecting refugees and immigrants.



- 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
- Coordinate monthly program and/or regional meetings with the Programs Tea and/or partners to update/inform, receive feedback and share best practices.
- Coordinate legal assistance training for naturalization application processing agencies and ICIRR's Policy Director, as well as other relevant trainings.
- Identify issues of concern emerging from partner reports for programmatic purposes and to inform ICIRR's advocacy work.
- At citizenship workshops, create opportunities for applicants and volunteers to participate and engage in ICIRR programs, campaigns and advocacy work.
- Represent the immigrant integration programs publicly and meet with program stakeholders; establish and foster relationships with partner organizations relevant staff.
- Work with key state and local government officials who support US Citizenship, including personal meetings, invitations to events, etc...
- Keep partners aware of the latest legislative and administrative developments concerning public benefits, naturalization, administrative and/or administrative relief, the rights of Lawful Permanent Residents (LPR's) other policy issues affecting refugees and immigrants.
- Coordinate opportunities for organizational capacity building and leadership development
- 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
- Training at a grassroots level and community outreach experience preferred.
- Experience with campaign-style outreach and organizing
- Experience working with diverse constituencies with varying interests and needs.
- Demonstrated skills in assessing agency capacities and capacity-building needs.
- Excellent interpersonal, public speaking and organizational skills.
- Experience organizing large scale events.
- 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: Commensurate with experience and qualifications, plus benefits. This position is part of the National Organization of Legal Service Workers, and part of a collective bargaining agreement.

Qualified applicants should submit their cover letter, resume, and two professional references to: jobs@icirr.org. Please include Program Coordinator in the subject. No phone calls, please.



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