

Detroit New Americans Campaign Regional Community Engagement Coordinator **Job Description**

Position Overview

In partnership with the New Americans Campaign [NAC], the International Institute of Metropolitan Detroit [IIMD], the lead agency for the Detroit New Americans Campaign [DNAC] is offering an exciting community engagement employment opportunity. The New Americans Campaign is a diverse nonpartisan national network of respected immigration organizations, legal services providers, faith-based organizations, immigrant rights groups, foundations and community leaders. The campaign aims to transform the way aspiring citizens navigate the path to becoming new Americans. The NAC is committed to connecting lawful permanent residents [LPR's] to trusted legal assistance and critical information that simplifies the naturalization process.

The DNAC is a collaborative effort comprised of Detroit area immigration service providers whose purpose is to mobilize and leverage resources, civic and community partners, immigrant communities and volunteers in an effort to promote and assist with naturalization applications for eligible LPR's throughout the metropolitan Detroit area.

Position Summary

The DNAC Community coordinator is a part-time position which will be funded through December, 2019. The position maybe extended dependent upon internal review and determination of funding. The successful candidate will take a leading role in advancing and promoting naturalization throughout Michigan in collaboration with DNAC partners. The successful candidate will utilize social and earned media, create and build in-person relationships with key stakeholders, and leverage existing resources with the goal of doubling the number of naturalization applications in the state. The person in this role will be paid an annual salary of \$24,000 and will report directly to IIMD's Executive Director. The position requires a flexible schedule which includes evenings and weekends.

Roles and Responsibilities

- Communicate on a regular basis to DNAC partners using email correspondence, phone calls, text messaging, in-person and group meetings.
- Build and maintain a social media presence using Facebook, Twitter, Instagram, and/or other platforms to promote naturalization around Michigan
- Create, develop, and deepen relationships with individual and community stakeholders
- Collaborate with legal service providers, community-based organizations, and religious institutions to hold information sessions on naturalization and naturalization workshops
- Liaise with ethnic and non-ethnic media to develop and share stories, which may included roundtable(s) with media
- Update, maintain and publish content on a DNAC website [detroitnac.org], making sure to always adhere to that site's style and theme.

- Create and implement a community engagement system and strategy.
- Attend community meetings on behalf of DNAC to hear community concerns, provide information about community engagement, and advocate for participation
- Develop mechanisms to actively engage LPRs in pursue of the US Citizenship
- Coordinate and/or participate in community events and tabling

Qualifications

- A bachelor's degree is required; master's degree is preferred.
- A minimum of 3 years of experience with on community development and/or organizing projects, specifically with immigrants in the metropolitan Detroit area.
- Outstanding ability to develop and maintain relationships with diverse stakeholders.
- Outstanding verbal and written communication skills.
- A strong ability to act in a professional manner at all times while representing DNAC/NAC.
- Strong ability to adhere to tight deadlines while managing multiple tasks simultaneously.
- Ability to act in a culturally competent manner, respecting various ethnicities and socioeconomic backgrounds.
- Demonstrated commitment to promoting citizenship and advancing immigrants' rights, and the ability to work a flexible schedule.
- Willingness to be creative and think outside the box to create transformative change
- Bilingual candidates preferred [Arabic].

Interested candidates should email a cover letter and resume to Wojciech Zolnowski at wojciech517@yahoo.com. The deadline for submission is September 27, 2018.