

**JCIRA Job Description: Bilingual Outreach and Administrative Coordinator
(20 hrs./week)**

The mission of JCIRA is to support the rights of immigrants and their families, giving priority to those who live or work on the Olympic Peninsula and immigrant detainees within Washington State, through access to legal services, standing witness, family support, community education and advocacy for local, state and national immigration issues.

Commitment to this mission is essential.

Location: Work at home; typically, about 2-3 hours per day will be on a regular schedule. The remaining hours/week can be scheduled at the employee's discretion and/or as needed for meetings or events. Local travel required for in person meetings and events, usually in Jefferson County

ROLE AND RESPONSIBILITIES

1. Community outreach

- Provide translation/interpretation for written and oral communications within JCIRA and with clients
- Use existing ways and find new ways to increase outreach to immigrant individuals and communities in Jefferson and Clallam Counties. Engage actively with community members on an individual and family basis to help determine needs
- Become familiar with Jefferson County agencies/organizations that work with JCIRA, as well as their representatives – schools, hospital, county health, YMCA, St. Vincent, churches, housing organizations, Indivisible, etc.
- Maintain and help distribute JCIRA printed materials – rack cards, business cards, other
- Set up and maintain online presence in Spanish, e.g., a Facebook page in Spanish

2. Administrative duties

- Answer phone/email and route messages to appropriate JCIRA staff/volunteers (examples of message subjects: JCIRA Fund, Afghan resettlement, ESL class, legal advice for immigrants....)
- Help maintain mailing/phone lists for newsletter, fundraising, & other communication,
- Support current JCIRA programs as needed

3. As a member of the JCIRA team

- Work cooperatively with volunteers
- Contribute ideas and suggestions
- Attend and participate in meetings with Board and other volunteers
- Help at JCIRA events
- Contribute to JCIRA's mission in other ways as assigned.

Ideal Skills and Experience

- Native Spanish speaker desired, bilingual in Spanish/English essential. Be able to participate in a group in either language and provide interpretation and oral and written translation as needed.
- Outgoing personality, someone who can work well with clients, Board, and the general community.
- Computer skills; software currently used includes MS Office or equivalent, Mailchimp, donor software. Training will be provided as necessary
- Connections to Latino community, especially in Jefferson and/or Clallam Counties are very desirable.
- Self-motivation, ability to work independently and bring ideas to the job.
- Ability to work with people in need, compassionately and without judgment. Commitment to maintaining confidentiality of client information.
- Ability to work from home but to travel locally for meetings and other events. Must provide own transportation; mileage will be reimbursed
- Comfort with multi-tasking; flexibility in adapting to changing situations
- Residence in or near East Jefferson County

Education:

HS graduate or equivalent; additional education or relevant life experience welcome.

Salary and Benefits:

Salary: \$25/hr. minimum, \$26,000 annually (minimum) at 20 hours per week. This is a contract position that can be renewed yearly. (Note: We currently have funding for at least 2 years.)

Benefits: 15 total paid part-time days to be used as vacation, holidays, sick leave

Proposed hiring date: June 2022

Please send a cover letter and completed application form to: Email: jcirawa@gmail.com; or mail: JCIRA, PO Box 647, Port Townsend, WA 98368. Note: A resume is optional. The application form can be downloaded from www.jcira.org.

JCIRA is an equal opportunity employer. We will not discriminate and will take affirmative action to ensure against discrimination on the basis of race, color, gender, national origin, citizenship status, age, religion, disability, veteran's status, sexual orientation, or gender identity/expression.