



Colorado Immigrant Rights Coalition

www.coloradoimmigrant.org

Job Announcement

Title	Citizenship and Integration Coordinator
Location	Denver office
Program area(s) and general summary	The Colorado Immigrant Rights Coalition (CIRC), in partnership with Colorado Ya Es Hora (YEH) and the National Partnership for New Americans (NPNA), seeks a full-time Citizenship and Integration Coordinator. The position will oversee the Colorado Ya Es Hora citizenship campaign and 2012 citizenship workshop efforts; manage CIRC's immigrant integration programming and Welcoming Colorado communications initiatives; explore opportunities to strengthen broader naturalization efforts in Colorado, and support CIRC's multilingual media relations and outreach.
Reports to	CIRC Director of Operations, in conjunction with Ya Es Hora Steering Committee Chair
Closing Date	January 19, 2012 (position to remain open until filled)

About the Colorado Immigrant Rights Coalition (CIRC)

The Colorado Immigrant Rights Coalition (CIRC), www.coloradoimmigrant.org, is a statewide membership-based coalition of immigrant, labor, interfaith, youth and ally organizations founded in 2002 to build a unified statewide voice to improve the lives of immigrants and refugees in Colorado and the United States. CIRC achieves this mission through non-partisan civic engagement, public education and advocacy to win fair, humane and workable public policies.

About the Colorado Ya Es Hora Cuidanía Campaign (YEH)

Colorado Ya Es Hora Cuidanía (YEH) seeks to incorporate immigrants as full participants in the American political process through affordable, professional and trusted citizenship workshop services and education. The YEH campaign was launched in July of 2007 prior to the citizenship fee increase, and has since supported over 1500 lawful permanent residents to apply for citizenship. The Colorado YEH Steering Committee includes: Mi Familia Vota Education Fund, Colorado Immigrant Rights Coalition (CIRC), SEIU Local 105, and Metropolitan Organizations for People (MOP). Colorado Ya Es Hora works in partnership with the American Immigration Lawyers Association (AILA), and with Univision/Entravision.

About the National Partnership for New Americans (NPNA). This position and the citizenship functions are funded in part through NPNA, a coalition of twelve of the most prominent immigrant advocacy organizations in the country, established to leverage existing immigrant integration work and expertise among member organizations for greater collective impact. NPNA seeks to advance integration and active citizenship among New Americans to achieve a vibrant, just, and welcoming democracy for all. NPNA includes: CASA de Maryland, Coalition for Humane Immigrant Rights in Los Angeles, Colorado Immigrant Rights Coalition, Florida Immigration Coalition, Illinois Coalition for Immigrant and Refugee Rights, Massachusetts Immigrant and Refugee Advocacy Coalition, National Korean American Service and Education Consortium, New York Immigration Coalition, OneAmerica in Washington State, CAUSA/PCUN in Oregon, the Tennessee Immigrant & Refugee Rights Coalition, and Voces de la Frontera in Wisconsin.

Position Description: Citizenship and Integration Coordinator

The Citizenship and Integration Coordinator position responsibilities fall into three areas: 1) Citizenship and Ya Es Hora Campaign, 2) Integration Program Coordination, and 3) Communications:

1) Citizenship and Ya Es Hora Responsibilities (approximately 20 hours/week)

- Serve as CIRC/YEH liaison with the NPNA on 2012 citizenship grant, reporting and capacity building.
- Coordinate YEH's April, July and September citizenship workshops, including:
 - Answering and responding to registration hotline calls and other workshop communications;
 - Conduct pre-screen interviews with prospective participants to ensure workshop eligibility;
 - Maintain and update all database records for each workshop;
 - Manage all logistics of citizenship workshops;
 - Manage and recruit volunteers/interns for citizenship workshops and other tasks as applicable, such as registration hotline, pre-screen interviews and communications;
- Manage financial reports and budget for Ya Es Hora campaign
- Maintain curriculum for citizenship classes and manage citizenship class instructor
- Staff the Ya Es Hora Steering Committee.
- Strengthen and maintain Ya Es Hora partnerships with Entravision/Univision and AILA and oversee strategies for expanding pro-bono legal capacity in CO.
- Support in building relations with other citizenship and naturalization providers in Colorado and exploring the viability of a broader naturalization advocacy and resources table in Colorado.
- Other duties may be assigned to meet campaign's needs

2) Integration Program Coordination (approximately 10 hours/week)

- Serve as CIRC's liaison with NPNA on national integration and citizenship issues and programs.
- Coordinate CIRC's Welcoming Colorado activities (www.welcomingcolorado.org) in conjunction with the Welcoming Colorado Advisory Committee and local leaders; serve as Colorado liaison with the Welcoming America national table.
- Work with local partners to support alliance and relationship-building efforts among diverse refugee, immigrant and U.S.-born communities.
- Support with events/efforts that promote integration and citizenship issues, including CIRC Assembly, National Immigrant Integration Conference, Latina/o Advocacy Day, Immigrant Service Providers table, and others as applicable.
- Coordinate CIRC community presentation and community resource requests and inquiries

3) Communications (approximately 10 hours/week)

- Support CIRC Director of Communications with strengthening and maintaining Spanish and ethnic media relations and contacts.
- Support with translation of CIRC materials and communications for public distribution.
- Support internal and external CIRC communications as necessary or assigned.
- Help with CIRC database entry and list-building functions related to integration and citizenship;
- Support Denver office with email/phone reception and general administrative tasks;
- Help with drafting of grant reports and proposals for integration and citizenship related work;
- Grassroots fundraising support (all CIRC team members help with fundraising activities).

Essential Qualifications

- Strong commitment to advancing social justice and social change, and a shared belief in the CIRC, Ya Es Hora and NPNA missions.
- Demonstrated ability to relate to, and work with, diverse immigrant, refugee and U.S.-born communities.

- Effective and dependable administrative, planning and organizational abilities with strong attention to detail and competent with basic financial management skills;
- Professional bilingual proficiency in written and spoken English and Spanish is required; other language skills of Colorado's diverse immigrant and refugee communities a plus.
- Professional, energetic and effective communication skills.
- Self-motivation and ability to work independently, as well as strong team player.
- Must be willing to work long, varied hours and some weekends with regular travel outside of Denver. Personal vehicle will be necessary. Work and travel schedules can be flexible to accommodate applicants with families or other personal needs.
- Excellent, well-developed writing skills and the ability to synthesize information from different sources and present it in a variety of written formats and styles for various audiences.
- Able to function effectively under pressure and meet tight deadlines.
- Knowledge of computers essential, including strong competency in word processing skills using Microsoft Office Suite (Word, Excel, PowerPoint) and comfort using internet and web-based platforms.
- Willingness to carry out a wide range of activities, including both professional and logistical tasks.

Salary & Benefits: Full time position, competitive salary plus full medical and dental benefits.

Application Process:

Email resume, cover letter and contact information for three references in Word or PDF attachments to: employment@coloradoimmigrant.org

For questions or more information about CIRC, visit our website www.coloradoimmigrant.org or call 303-922-3344, ext. 104, or email: employment@coloradoimmigrant.org

The Colorado Immigrant Rights Coalition is an advocate of affirmative action and welcomes applications from all backgrounds, particularly from people of color; women; LBGTQ people; immigrants or refugees; people with disabilities; and people from low- or moderate-income backgrounds.

CIRC is an equal opportunity, affirmative action employer and does not discriminate in its employment decisions on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, height, weight, disability status, veteran status, military obligations, marital status and policy party affiliation, or on any other basis that would be in violation of any applicable federal, state, or local law.