MIRA Coalition: Access & Resources Specialist Position

Position Description:

The Access & Resources Specialist will work in collaboration with the Programs and Policy Teams to build organizational knowledge on immigrant access to systems; create resources and lead trainings; and advise the Policy Team on related state and federal policy issues. The Access & Resources Specialist reports directly to the Director of New Americans Initiatives.

Duties and Responsibilities:

- Build organizational knowledge on immigrant access to various systems, including access and eligibility for public benefits (health, food assistance, housing), education systems (K-12, dual language learning, higher education), licensing and credentialing for foreign trained individuals, and language access.
- Create and lead trainings for MIRA member organizations, service providers and community members.
- Create resources and tools (e.g. fact sheets, toolkits, online directories, referral sheets) to provide information to a wide range of audiences, including immigrants and refugees, social services providers, community based organizations, and MIRA member organizations.
- Work with Communications Team and Digital Organizer to share information and resources through MIRA’s website and social media channels.
- Assist and advise the Policy Team on state and federal policy and legislative issues related to access to systems and services for immigrants, including drafting testimony when needed.

Minimum Qualification:

- Bachelor’s degree in related field (e.g. social work, human services) and 2 years work experience, or equivalent life/work experience.
- Demonstrated interest and knowledge in relevant subject areas (e.g. refugee and immigrant access to benefits, education, credentialing for foreign trained individuals).
- Excellent writing and presenting skills.
- Strong organizational and project management skills.
• Ability to work in a dynamic team environment and to think quickly and make independent judgments.
• Ability to represent MIRA in a professional manner.
• Multilingual and multicultural candidates preferred.

Salary:

The salary range for the position is $52,000-57,000 depending on experience.

To Apply:

To apply, email Tahia Mostafiz at tmostafiz@miracoalition.org with a resume and cover letter, with “Access & Resources Specialist” in the subject line of the email.