



MIRA Coalition: Citizenship Community Outreach Associate Position

Position Description:

The Citizenship Community Outreach Coordinator will work with MIRA's Citizenship Program to increase the visibility and presence of MIRA and in particular MIRA's citizenship application assistance program throughout the state - with a focus on central Massachusetts - and deepen engagement with local community based organizations and immigrant communities with the goal of increasing the number of lawful permanent residents who receive citizenship application assistance through MIRA. The Citizenship community Outreach Coordinator reports directly to the Director of New Americans Initiatives. This is a grant funded position currently available for a 2 year period beginning October 2022, with the possibility of renewal dependent on funding.

Duties and Responsibilities:

- Conduct outreach in immigrant communities, including carrying out presentations in collaboration with community organizations, tabling at community events, flyering, and speaking with local news outlets (town papers, local cable networks, etc).
- Develop and deepen relationships with existing and new community partners, with a focus on central Massachusetts, who could provide referrals to potentially eligible lawful permanent residents or host a citizenship workshop.
- Develop multilingual outreach materials, including flyers, social media postings, podcasts and videos.
- Provide support in planning and executing community events, including citizenship workshops.
- Conduct intakes for eligibility for potential new clients and schedule them for citizenship workshops.
- Provide support to the citizenship team on citizenship applications, as needed.
- Some flexibility to work evenings and weekends required.

Minimum Qualification:

- Strong demonstrated ties with immigrant communities and community-based organizations in the greater Worcester area.
- Minimum 2 years relevant work experience.
- Excellent communication and presentation skills, including ability to give presentations and develop written outreach materials in English as well as a high frequency language other than English (Spanish, Portuguese, Haitian Creole, or Mandarin).
- Ability to work in a dynamic team environment and to think quickly and make independent judgments.
- Responsible, energetic, self-directed.
- Ability to represent MIRA in a professional manner.
- Drivers' license and access to a car.



- Multilingual and multicultural candidates strongly preferred.

Salary:

This is a full time position, with benefits. The position will be largely remote, with occasional in person presence at MIRA's office in Boston. The salary range for the position is \$45,000-50,000 depending on experience.

To Apply:

To apply, email Tahia Mostafiz at tmostafiz@miracoalition.org with a resume and cover letter, with "Citizenship Community Outreach Coordinator" in the subject line of the email. Applications will be considered on a rolling basis until the position is filled.