



MIRA Coalition Vacancy: New Arrivals Coordination Specialist

Summary: The New Arrival Coordination Specialist is a six-month position to help the MIRA Coalition build greater coordination and coalition communication to more effectively respond to new immigrant arrivals to Massachusetts.

The New Arrival Coordination Specialist will bring a background in planning and information sharing, and an ability to quickly respond to new situations. The role will interface with state and local government agencies, nonprofit service providers, and advocates to strengthen information sharing around changing migrant populations and needs. They will facilitate the coordination of activities between MIRA, its member organizations, and other service providers. Projects may include need assessments, stakeholder mapping, informing response by identifying best practices, and engaging in relevant coordination meetings.

This is a full-time, temporary position that starts ASAP and ends 6 months later, with a possible extension.

Responsibilities:

- Collects information from coalition partners and government stakeholders regarding new immigrant arrivals throughout Massachusetts, and organizes information to inform planning and response
- Carries out rapid needs assessments in locations with new or increasing immigrant population needs relative to local service providers, including promptly traveling to the location of new arrivals throughout the state as needed
- Convenes discussions at local, city, and state levels to coordinate the response, where existing coordination mechanisms are insufficient
- Establishes and maintains working relationships with all implementing partners, including non-governmental organizations, governments, and volunteer organizations; this will include acting as a liaison among response partners via both formal and informal coordination structures.
- Creates mechanisms to streamline volunteers and community support for new arrivals, as needed
- Educates the MIRA Coalition, including member organizations, regarding emerging trends and challenges, to inform service response and advocacy efforts



- Coordinates MIRA response to relevant fundraising opportunities, including promotion of opportunities to coalition partners
- Represent the MIRA with clients, community members, and partners by receiving and returning phone calls and emails, and supporting events (including group processing events);
- Maintain strict client confidentiality and observe all other ethical practices/obligations as outlined in MIRA's Immigration Program Policies Manual;
- Coordinates and gathers best practices with responses in other cities (New York City, Chicago, border cities/locations, and others) and national coalitions (FIRM)

QUALIFICATIONS & REQUIREMENTS:

- Undergraduate degree in a related field required; graduate degree preferred.
- 3-5 years of experience in services for immigrants and/or emergency/humanitarian response, with at least 3 years of field experience
- English fluency required; Spanish, Portuguese or Haitian Creole fluency preferred.
- Dynamic individual with a proven ability to achieve results in a demanding, fast-paced environment.
- Strong communicator with strengths in navigating fast-paced and difficult organizational conversations.
- Ability to travel with minimal (one day or less) notice across Massachusetts.
- Demonstrated experience in conducting a needs assessment.
- Experience in both direct implementation, as well as sub-partner management, preferred, including partner mapping, assessment, and selection.
- Preferred experience with immigrant-serving organizations and agencies in Massachusetts.

Salary Range: The salary range for the position is \$50,000-60,000 (annual equivalent) depending on experience

To Apply: To apply, email hrrecruiting@miracoalition.org with a resume, cover letter, and portfolio, with "New Arrivals Specialist" in the subject line of the email.

Commitment to Diversity and Inclusivity: MIRA is committed to building a diverse organization and a climate of inclusivity. We strongly encourage applications from candidates who can demonstrate that they can contribute to this goal.



Equal Opportunity Employer: We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, sex, gender, gender expression, sexual orientation, age, marital status, veteran status, or disability status. We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. Please contact us to request accommodation.