



Program Director, Immigrant Assistance Services

Job Description

Organization Overview

Background:

MIRA is the largest coalition in New England promoting the rights and inclusion of immigrants and refugees. With offices in Massachusetts and New Hampshire, we advance this mission through education and training, leadership development, institutional organizing, strategic communications, policy analysis and advocacy. MIRA is a dynamic and multi-ethnic coalition with more than 140 organizational members, including grassroots community organizations; refugee resettlement agencies; providers of social, legal and health services, faith-based organizations, and civil and human rights advocates. We organize and empower our members and allies, and together we mobilize immigrant communities to advocate for themselves and amplify and support their voices. MIRA is a respected leader on immigrant issues at the state and national levels, and an authoritative source of information and policy analysis for policymakers, advocates, immigrant communities and the media.

Job description:

The Immigrant Assistance Services (IAS) Program Director will implement and manage IAS funding from the Massachusetts Office of Immigrants and Refugees. The proposed IAS program will deliver intake, case management, limited legal assistance, and training to newly arrived immigrants across the state by community based organizations and legal service partners. The Program Director will manage all program sub-contracts for quality control and technical assistance, building a culture of excellence in the delivery of services to newly arrived immigrants across the statewide program. This position will also be responsible for ensuring all required tracking and reporting requirements are fulfilled.

The position will be hired contingent upon securing funding.



PRINCIPAL DUTIES & RESPONSIBILITIES

- Manages (fiscal and programmatic) assigned grant award in coordination with program and operations staff.
- Prepares all grant reports, including programmatic, financial and statistical reporting, and coordination with external database partner.
- Provides oversight of government grant-related activities after initial award is made, including compliance.
- Coordinates closely with ORI staff to ensure the continued delivery of services in adherence with the contract.
- Manages the subgranting process for IAS funds and ensures adequate services are provided in each region of the state.
- Oversees the delivery of all training, coordination and quality control for the IAS contract subgrantees, including training at the time of program launch, bimonthly meetings, and site visits and calls to manage delivery across partner sites.
- Researches statistical information related to the IAS. Oversight for the development, implementation and management of evaluation tools for MIRA's programs, including monthly reporting of programmatic metrics and outcomes.
- Oversight of the evaluation and monitoring of IAS program outcomes, including data analysis.
- Manage performance measurement tools and communicate with internal (staff, executives, Board) and external stakeholders (including subgrantees) on a quarterly basis.
- Other duties as assigned.

Budget Responsibility

- Provides information related to government awards as needed to assist with budget preparation
- Participates in MIRA's annual budget process and monthly financial statement preparation as needed. Attends meetings and hearings related to additional funding sources for MIRA's programs.

Key Relationships

- Interacts with Executive Director, Senior Director for Programs, direct reports, various government entities including ORI and DHCD, and subgranting community based organizations and legal service organizations and general public.



QUALIFICATIONS:

Education/Experience

- Masters degree in Social Work or Human Services, or related field or the equivalent combination of education and experience.
- Experience in government funding and grant writing, researching and reporting required.
- Experience in financial and grant recordkeeping experience preferred.
- Prior experience with grants required.

Skills/Specialized Knowledge/Abilities

- Political and social sensitivity
- Ability to multi-task and work independently.
- Strong organizational skills including careful attention to detail and ability to meet deadlines, prioritize and manage multiple projects. At least five years of project management experience.
- Adept at process improvement.
- Ability to utilize data system tracking and reporting functions.
- Strong research skills and an ability to manage large amounts of information and keep accurate and well-organized records and files.
- Excellent written and verbal communication skills.
- Ability to work with individuals across the spectrum of gender, race, religion, ethnicity, national origin, sexual orientation and socioeconomic background.
- Ability to maintain highest confidentiality standards according to social service best practices, including program and/or organizational strategic information, personnel and client information.
- Knowledge of the immigration legal system a plus

Working Hours/Environment

- Full time; 37.5 hours per week
- Flexible hybrid schedule with on-site and at-home work
- Travel to partner organizations across the state is a component of this position. Applicants must have a valid drivers license and access to a vehicle.

Salary Range

The salary range for the position is \$80,000- 90,000 depending on experience



To Apply: To apply, email at hrrecruiting@miracoalition.org with a resume, cover letter, and portfolio, with “IAS Program Director” in the subject line of the email.

MIRA is an equal-opportunity employer that celebrates diversity and seeks a broad representation of the communities served within its staff.

Job type: Full Time

Fully remote: Hybrid

Salary range: \$80,000 – \$90,000

Location: Boston, Massachusetts

Apply: hrrecruiting@miracoalition.org