

## Welcoming New Hampshire Coordinator - Job Description

### Organization Overview

#### Background

Welcoming New Hampshire is a statewide network of organizations and community leaders coming together to make New Hampshire more welcoming and inclusive for everyone, with a particular focus on immigrants and refugees. Through education, activities and messaging that engage various audiences and create space for immigrants to make their voices heard, Welcoming New Hampshire highlights the impact and contributions of immigrants in New Hampshire and promotes stronger communities where everyone can participate and thrive. Welcoming New Hampshire gets its name from [Welcoming America](#), the leading organization in the national movement of creating Welcoming communities.

Welcoming New Hampshire was launched in 2012 as an initiative of the New Hampshire Alliance of Immigrants and Refugees (NHAIR), the NH branch of the [Massachusetts Immigrant and Refugee Advocacy Coalition](#) (MIRA Coalition). MIRA Coalition is the largest coalition in New England promoting the rights and integration of immigrants and refugees. With offices in Massachusetts and New Hampshire, MIRA advances this mission through education and training, leadership development, institutional organizing, strategic communications, policy analysis and advocacy. In New Hampshire, NHAIR is dedicated to organizing and engaging immigrants and refugees as voters and leaders, and to advancing immigrant rights and inclusive policies and practices at the local and state level.

#### Job Summary

The Welcoming New Hampshire Coordinator will lead and further build the Welcoming New Hampshire program as a trusted, knowledgeable and valuable resource for communities. The Coordinator will guide and facilitate the larger Welcoming New Hampshire network via Welcoming Table meetings and other activities. The Coordinator will promote Welcoming NH on local and statewide levels, build partnerships, and take initiative in developing opportunities for communities to learn, lead and engage.

#### Essential Functions

- Plan and facilitate regular Welcoming NH meetings (Welcoming Table)
  - Prepare meeting agenda and other materials as needed

- o Research trainings and tools to present to members
- o Invite trainers and speakers to present
- o Take meeting notes and send to all members
- o Send feedback surveys, compile responses and use the feedback to shape future meetings, activities and communications.
- o Follow up on connections, ideas and opportunities mentioned at meetings
- o Host additional meetings and trainings when the opportunity/need arises
  
- Promote Welcoming NH on local and statewide level
- Further engage current partners and build new partnerships/connections
- Create and distribute quarterly Welcoming NH newsletter; grow subscriber base
- Maintain and further develop website, social media and general online presence
  - o Continue building Welcoming NH website with local and statewide organizations, programming and resources as they relate to the Welcoming mission
  - o Regularly update statewide calendar of events
  - o Highlight stories, opportunities and resources on home page and social media
  - o Grow social media followers and engagement
- Grant writing and fundraising
  - o Manage budget and grant writing for Welcoming NH program
  - o Work with MIRA development team to seek and apply for grants and grow individual donor support.
- Manage communications received through website contact form, newsletter, social media and email
  - o Connect people and organizations with appropriate contacts and resources
- Connect with local Welcoming cities and organizations to receive updates, highlight stories, and provide support
- Attend conferences, trainings and events
  - o Participate in webinars, trainings, conferences and networking opportunities offered by Welcoming America and other national organizations
  - o Bring knowledge of programs, efforts and successes in other states back to NH
- Participate in other NH coalitions and forums on human rights and DEIA
- Report to NHAIR Director to discuss current work and develop new ideas for achieving wider, more effective distribution of information and collaboration across the state
- Support NHAIR Director and MIRA staff in other ways as needed

- Pursue and lead additional collaborative opportunities when possible, such as video campaigns, public events, enhancing translation and interpretation, voter engagement efforts, and writing op-eds and press releases.

We are looking for a passionate individual that wants to make a career working with immigration and equity.

Qualifications:

- Excellent communication skills
- Excellent ability to build relationships across organizations and sectors
- Strong understanding of immigrant experiences in New Hampshire
- Deep commitment to advancing immigrant rights, health, engagement and inclusion
- A desire to take initiative on projects and be a self-starter
- Strong facilitation and interpersonal skills
- Willingness to learn and adapt
- Experience in website design and maintenance
- Experience with grant writing and project budgeting
- Experience with email marketing or email newsletter platforms
- Ability to work well on a team and independently
- Reliable transportation and the ability to travel around the state as needed

**Location:** Based in Manchester, NH with the option for remote work (must reside in NH)

Salary Range:

The salary range for the position is **\$45,000-55,000** depending on experience

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

