



## **IAS Program Coordinator - 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:

We are seeking a dedicated and proactive IAS Program Coordinator to join our team and play a pivotal role in the success of our IAS Team. The IAS Program Coordinator will be responsible for overseeing and coordinating the various components of the program, collaborating with team members, and ensuring the smooth delivery of services. The role also involves adherence to grant requirements, data management, quality control, and stakeholder engagement.

#### Essential Job Functions:

##### 1. IAS Program Insights (100%)

- **Support Program Operations:** Collaborate to ensure the seamless day-to-day operation of the IAS program, guaranteeing the effective coordination and delivery of services.
- **Reporting and Documentation:** Assist in the meticulous preparation of program reports, involving data collection, statistical reporting, and record maintenance. Work closely with the team to meet all reporting requirements.
- **Program Compliance:** Become knowledgeable about and adhere to government grant requirements and assist in maintaining program compliance, including supporting the coordination of government grant-related activities.
- **Training and Quality Control:** Participate in training sessions and quality control activities for program subgrantees, closely collaborating with team members to ensure service quality and consistency.



- Data Analysis: Contribute to the research of statistical information related to the IAS program. Support the development, implementation, and management of evaluation tools, including monthly reporting of program metrics.
- Stakeholder Communication: Foster positive relationships with internal and external stakeholders, including staff, executives, and partner organizations, and communicate program updates as needed.
- Additional Support: Provide assistance for various program-related tasks and projects as assigned.
- Legal Clinics: Attend and support all IAS legal clinics across the state of Massachusetts, aiding in registration, photocopying, file organization, and related tasks.

#### Qualifications:

- Education: Bachelor's degree in a relevant field (e.g., social sciences, education, public administration, law).
- Experience: Demonstrated experience in program coordination or a related role.
- Skills: Strong organizational and project management skills, excellent written and verbal communication skills, proficiency in using software and tools for data management and reporting.
- Commitment: A dedicated commitment to the organization's mission and values.
- Collaboration: Demonstrated ability to work collaboratively with diverse groups of people.

Salary Range: The salary for this position ranges from \$25 to \$30 per hour, commensurate with experience.

How to Apply: To apply, please email your resume and cover letter with "IAS Program Coordinator" in the subject line to [hrrecruiting@miracoalition.org](mailto:hrrecruiting@miracoalition.org).

MIRA is an equal opportunity employer that embraces diversity and actively seeks a broad representation of the communities served by its staff.

- Job Type: Part-Time
- Work Arrangement: Hybrid (Partially remote, partially on-site)
- Salary Range: \$25 to \$30 an hour/ 22.50 hours
- Location: Boston, Massachusetts
- Application Email: [hrrecruiting@miracoalition.org](mailto:hrrecruiting@miracoalition.org)