



MIRA Coalition: Citizenship Program Specialist

This is a part-time in-person position beginning October 2024 with the possibility of becoming full-time depending on funding.

About MIRA:

The Massachusetts Immigrant and Refugee Advocacy Coalition (MIRA) aims to advance the rights and inclusion of immigrants and refugees in Massachusetts and beyond. We strive to build a Commonwealth where immigrants and refugees feel welcome and empowered to participate fully in economic, social, and civic life, free from fear and discrimination. MIRA protects and supports the most vulnerable, especially those at risk of deportation, and expands opportunities for all through education, training, leadership development, institutional organizing, strategic communications, policy analysis, and advocacy. MIRA is a coalition of over 130 member organizations working across the region and contributing to many national initiatives.

About the Job:

The Citizenship Program Specialist will assist with the day-to-day operations of the MIRA Citizenship Program and help to increase the number of lawful permanent residents who receive citizenship application assistance through MIRA. The Citizenship Program Specialist reports directly to the Director of Citizenship. This position requires presence in the Boston office, travel within Massachusetts and occasionally New Hampshire, and occasional weekend events.

Key Responsibilities:

- 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, and follow up with clients regarding missing information and documents as needed.
- Provide application preparation as needed for N-400, N-600, and I-90 applications.
- Assist in managing case flow for citizenship clients, and provide support to the citizenship team on citizenship applications.
- Manage data collection and program evaluation to build strategies to reach more clients and improve quality of services offered;
- Respond to inquiries received by the Citizenship Program and provide adequate referrals.
- Conduct outreach to community organizations to identify potential citizenship clients, and organize and carry out virtual outreach activities (virtual presentations, Q&A sessions, etc.)
- Assist in recruiting, training and supervising AmeriCorps members, interns, and volunteers to carry out citizenship application assistance.
- Provide opportunities for professional development and learning to AmeriCorps members and interns.



- Provide application assistance to DACA holders seeking to renew their status.
- Conduct administrative tasks as needed (ordering supplies, mailing applications, submitting reimbursements, etc.)
- Continued professional development to pursue, or maintain, qualifications as a DOJ Accredited Representative.
- Support other MIRA organizational activities and staff as requested.
- Some flexibility to work evenings and weekends required.

Minimum Qualification:

- Bachelor's degree (or equivalent) preferred, and a minimum of 2 years of relevant work experience strongly preferred;
- Bicultural and bilingual required (with preference for Spanish or Haitian Creole languages);
- Experience with designing and providing trainings for interns and co-workers preferred;
- Experience working with a diverse community and a range of community partners, preferably in Massachusetts and New Hampshire;
- Clear communication in writing and speaking in English;
- Strong data management and evaluation skills, with database experience preferred;
- Experience with event planning preferred;
- Prior knowledge or exposure to immigration law preferred;
- Willingness to apply for DOJ accreditation required;
- Responsible, energetic, self-directed;
- Ability to represent MIRA in a professional manner;

Position with benefit and full-time salary range of \$56,000-\$60,000 (pro-rated for part-time).

To Apply:

To apply, email hrrecruiting@miracoalition.org with a resume and cover letter, with "Citizenship Program Specialist Position" in the subject line of the email. Applications will be considered on a rolling basis until the position is filled.

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