



NHAIR: Community Outreach and Engagement Manager

Position Description:

The Community Outreach and Engagement Manager works with the NHAIR Director to conduct community outreach and civic education for immigrant communities in New Hampshire; represents NHAIR in selected coalitions or working groups; partners with the Citizenship team to set up clinics in New Hampshire, and provides know-your-rights materials and arranges trainings. The part-time role, 22 hour a week, reports to the NHAIR Director.

Duties and Responsibilities:

- Manage civic engagement initiatives for NHAIR to engage and educate new American and all voters on immigration issues
- Collaborate with MIRA's Citizenship team to coordinate citizenship clinics in New Hampshire, including recruiting partner organizations and clients
- Outreach to distribute knowledge your rights (KYR) materials and coordinate KYR presentations
- Build organizational relationships with immigrants, immigrant serving organizations, and existing immigrant support networks, represent NHAIR in meetings and coalitions
- Contribute to the development of communications content, including website, newsletters and social media
- Work on one or more organizing campaigns, as assigned by the Director
- Other duties as assigned

Minimum Qualifications:

- Knowledge of and relationships with immigrant communities in New Hampshire
- Commitment to social justice and immigrant rights
- Bachelor's degree required
- Experience organizing or in community-based work
- Excellent written and oral communication skills, preferably in at least one language in addition to English
- Proficiency with common office productivity tools and databases
- Organizational skills, attention to detail and ability to solve problems
- Adaptability when managing workload and flexibility when working with others
- Desire to learn
- Strong relationship building skills, including strength in relating to people from diverse backgrounds, bicultural competency preferred
- Excellent personal accountability and follow-through
- Drivers license required



Salary:

The salary range for the part time position is \$37,000-40,000 depending on experience.

To Apply:

To apply, email hrrecruiting@miracoalition.org with a resume and cover letter, with "New Hampshire" in the subject line of the email.