



Job Description: Welcoming New Hampshire Specialist

Program Overview

The New Hampshire Alliance of Immigrants and Refugees (NHAIR) is the New Hampshire chapter of MIRA Coalition, New England's largest immigrant advocacy coalition. NHAIR engages in legislative advocacy and provides training and limited immigration legal services for community members. NHAIR also serves as a resource for public officials and community service providers through its participation in the national Welcoming America initiative.

NHAIR's mission is to build power in immigrant communities and to foster welcoming and inclusive practices in government and civic life across New Hampshire.

Position Summary

NHAIR is seeking a Welcoming NH Specialist to lead and further build the Welcoming New Hampshire program as a trusted, knowledgeable, and valuable resource for communities. The Specialist facilitates the larger Welcoming New Hampshire network through bi-monthly Welcoming Table meetings, which includes an audience of service providers, municipal officials, and community advocates. The Specialist builds partnerships with table participants and takes initiative in developing learning opportunities and policy resources for partners across the state.

The Program Specialist will also contribute to NHAIR's growing range of programming and case management services and contribute to social media and community outreach efforts led by the NHAIR Director.

Job Type: Full-Time

Salary range: \$60,000-\$65,000

Location: New Hampshire

Work Schedule: Remote work based in NH

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Welcoming NH Program Management

- Plan and facilitate regular bi-monthly, virtual Welcoming NH meetings ("Welcoming Table")
 - Identify and recruit speakers to engage Welcoming Table participants on policy issues that are relevant to community service providers, public officials, and advocates across New Hampshire.



- o Send feedback surveys, compile responses, and use the feedback to shape future meetings, activities and communications.
- Identify and facilitate learning and training opportunities for service providers and Welcoming-affiliated city officials on issues ranging from language access to healthcare and workforce development.
- Develop policy resources and proposals in collaboration with state, city, and municipal offices.
- Draft and submit Welcoming NH-related grant proposals, quarterly, and annual reports in a timely manner.
- Participate in webinars, trainings, conferences and networking opportunities offered by Welcoming America and other national organizations to drive Welcoming programming innovation in NH.

General Program and Case Management

- Support, as needed, with NHAIR's growing range of case management and programming services, including, but not limited to, assisting with logistics of free citizenship legal assistance clinics for eligible permanent residents; designing and co-facilitating civics-related courses; and other case management services as they develop.
- The Specialist will have the discretion and flexibility to design and pitch potential programming opportunities that NHAIR can offer.

Communications and Community Outreach

- Maintain and further develop the organization's website, social media, and general online presence, with the goal of expanding both NHAIR's brand and Welcoming NH's active participant base.
- Develop infographics and other engaging media for dissemination via social media and the organization's mailing list.
- Participate in and organize multicultural events as an organizer and/or through effective tabling.
- Pursue and lead additional collaborative opportunities when possible, such as video campaigns, enhancing translation and interpretation, and community outreach with partner organizations.



Required Skills and Experience

- 2-3 years of experience in community engagement, advocacy, coalition-building or related work.
- Excellent cross-cultural communication, relationship building and facilitation skills.
- Experience coordinating programs and community initiatives.
- Experience with grant writing, reporting and project budgeting.
- Demonstrated ability to build relationships across organizations and community groups.
- Strong understanding of the experiences, challenges and needs of immigrant communities in New Hampshire or the greater New England area.
- Deep commitment to advancing immigrant rights, engagement, and inclusion.
- Self-motivated, proactive and eager to take initiative on projects and new ideas.
- Ability to work well both independently and collaboratively within a team,
- Reliable transportation and the ability to travel around the state as needed. NHAIR has a fully remote work posture, although regular travel across NH and Boston is expected for in-person meetings, events and outreach activities. NHAIR may procure temporary working space to advance community outreach. If secured, occasional in-person use (weekly or monthly, as agreed with the supervisor) may be expected with scheduling flexibility provided.

Preferred Qualifications

- Experience in managing social media platforms, website maintenance and digital communication
- Proficiency in a second language is strongly preferred, especially languages widely spoken within immigrant communities in NH, such as Spanish, Portuguese, French, Haitian Creole, Arabic, Kinyarwanda, or Indonesian.
- Experience in developing policy research and building partnerships with external partners and stakeholders.

Working Hours/Environment

- Full-time (37.5 hours per week)
- Remote work environment based in NH (with combination of on-site and at-home work)
- Travel across NH is a component of this position. Applicants must have a valid driver's license and access to a vehicle.

Salary & Benefits

The starting annual salary range for this position is \$60,000-\$65,000 depending on experience.



MIRA offers a competitive salary commensurate with experience, along with a comprehensive benefits package that supports employee wellbeing and work-life balance. Benefits include MIRA-subsidized medical, dental and vision insurance plan; retirement plans; generous paid-timeoff; paid holidays and holiday closures; a sabbatical policy, and professional development opportunities. MIRA also provides employer-sponsored basic life, short term and long term disability insurance coverage eligible to full-time employees at no cost. In addition, MIRA observes a winter break closure, providing staff dedicated time-off at the end of the year.

To Apply

To apply, please submit your resume and cover letter to hrrcruiting@miracoalition.org with “Welcoming NH Specialist” in the subject line.

People of color and individuals from immigrant backgrounds are strongly encouraged to apply. The MIRA Coalition is an equal opportunity employer. Candidates for employment will be considered without regard to race or ethnicity, gender, age, national origin, marital status, disability, or sexual orientation.

Organization Overview

Massachusetts Immigrant and Refugee Advocacy Coalition (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 160 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.