



Native Hawaiian & Pacific Islander Alliance Immigration Services Coordinator

Since 2008, the Native Hawaiian and Pacific Islander Alliance has worked across sectors and states to ensure NHPI communities have access to the resources they need and deserve. Whether you are a community-based organization looking to build your network or knowledge, an individual looking to connect to community, or an agency or institution aiming to better impact NHPI health and well-being, the Alliance is here to support those efforts. This project aims to strengthen direct services for our NHPI immigrant community members.

This position will coordinate the Alliance's immigration and U.S. citizenship clinics program. The position will also provide administrative assistance for the Alliance's annual conference.

Responsibilities:

- Plan and execute quarterly immigration and citizenship clinics and supplemental events and activities that target NHPI communities.
- Establish and maintain effective working relationships with Alliance partners, volunteers, and community.
- Coordinate projects/events with Alliance partners, to include legal service providers and NHPI community-based organizations.
- Recruit volunteers as needed to supplement paid event participants.
- Work with the Alliance administrator to ensure timely subcontractor and partner payments/stipends.
- Monitor the program budget to ensure expenses adhere to projections.
- Determine process and outcome measures for each project/event with Alliance board member input.
- Collect project/event data and draft reports to meet grant reporting schedules.
- Document program operational and administrative processes and best practices.
- Provide administrative assistance for the Alliance's annual conference and organizational tasks as needed.
- Actively participate in meetings and community events as necessary.

Requirements:

- Must reside in Los Angeles County.
- At least 3 years of experience in community-based work with BIPOC communities.
- Understanding of immigration services, coalition building, and cultural/linguistic-relevance in the immigration space.
- Skilled in effective community outreach methods and strategies.
- Must be an excellent communicator comfortable working with and addressing groups of community members from diverse backgrounds.
- Must be self-motivated, able to work under minimal supervision, and organized with a passion for community service and helping others.
- Must be a great team player with a collaborative spirit. Must be flexible and have a positive, can-do attitude.

Hours and Advantages:

- 20 hours per week contract position
- Pay Rate: \$25.00/hour
- Work from home
- Flexible schedule
- Some evening and weekend work