



Refugee Women's Alliance (ReWA) is a nationally recognized multiethnic nonprofit organization that provides award-winning services to refugee and immigrant women and their families in King and Snohomish Counties.

## **JOB OPENING**

**POSITION TITLE:** Immigration Program Coordinator

**REPORTS TO:** Senior Program Coordinator and Senior Director

**STATUS:** Non-exempt Regular Full Time (37.5 hrs/wk)

### **SUMMARY:**

Refugee Women's Alliance (ReWA) offers culturally and linguistically competent immigration services and intense social services and training opportunities for immigrant and refugee families. This position coordinates selected operations of the Immigration Department: plan and implement outreach strategy, prepare monthly reports, and conduct orientation & Pre/Post Testing for Citizenship class students; conduct intake and enrollment, provide application support and assistance (N400, N648, Green Card, Asylee and TPS), support case managers in decreasing barriers to refugee and immigrants in rebuilding their lives and, assure student files and case notes are properly maintained. Gather information from programs and submit timely reports to Senior Program Coordinator for each immigration program. Provide support and logistics for workshops This position works to supports immigrant and refugee families, mostly living under the poverty line in Seattle and South King County, rise out of poverty and become self-sufficient through; increased household income with living wage employment, career advancement, increased access to income supports, financial support and secure immigration status. Successful candidates for this position are result- oriented; and will have a strong understanding of the unique challenges and needs that immigrant and refugee families face for successfully rebuilding their lives in the United States; possess knowledge of the immigration market and have exceptional communication skills.

## **ABOUT REWA:**

ReWA promotes inclusion, independence, personal leadership, and strong communities by providing refugee and immigrant women and their families with culturally and linguistically appropriate services. ReWA advocates for social justice, public policy changes and equal access to services while respecting cultural values and the right to self-determination.

Our clients come from more than 70 countries across the globe, including Africa, Southeast Asia, and the Middle East. ReWA provides social services to every member of a refugee or immigrant woman's family, from infant to senior. These services, delivered in more than 50 languages and dialects, are designed to make a long-lasting impact in our clients' lives and help them thrive in the Puget Sound community.

## **RESPONSIBILITIES:**

- Collects and records all employment services provided in the prior month into ReWA Database/Spreadsheets for tracking and billing purposes.
- Assist Immigration Senior Program Coordinator to assure clients services and information are properly reported and documented in a timely manner in DSHS eJAS and ReWA database.
- Assist Immigration Senior Program Coordinator to screen and determine eligibility for walk-in clients.
- Direct service work in preparing and submitting immigration applications.
- Enters all clients' data in ReWA database, assists case managers update services in ReWA database, and monitors data is properly and timely recorded and updated.
- Compile and submit monthly and quarterly services reports to the Senior Immigration Program Coordinator to submit to Senior Director Family Empowerment.
- Collect and compile service forms from case managers, verify accuracy of services reports through verification of documentation, rectify discrepancies, and submits accurate reports in a timely manner.
- Provide supervision and training immigration volunteers.
- Ensure an uninterrupted support of ReWA office operations at three offices; MLK, SeaTac and Kent.
- Develop and maintain appropriate filing system. Monitor filing system, and confidentiality of client information for all programs.
- Support staff with technical issues such as setting up voicemail/greeting, and redirecting calls
- Assist Senior Program Coordinator in setting up staff meetings.
- Attend ReWA committee meeting, staff meetings, and program meetings.
- Other duties assigned by Senior Program Coordinator/ Senior Director Family Empowerment.

## **MINIMUM QUALIFICATIONS**

- AA in Human Services or Immigration field and two years professional experience in human services or immigration field.
- Understanding of the naturalization process and preparing and submitting applications
- Proven ability to provide high-quality tracking and reporting system.
- This position requires excellent customer service.
- Strong verbal and written English skills.
- Bilingual – preferably Farsi/Dari/Pashtu or Ukrainian
- Excellent organizational skills.
- Ability to work independently and as part of a team.
- Demonstrated computer skills including knowledge of database, word processing and e- mail programs.
- Knowledge of welfare system, local market trends, and immigration services.
- Ability to communicate effectively, both verbally and in writing, with individuals from diverse cultural backgrounds.
- Respect for others' experiences, opinions, language, values, culture, and knowledge.
- Commitment to teamwork and collaboration.
- Become DOJ partially accredited within 6 months of hire
- WA state driver's license and vehicle insurance.

### **Preferred Qualifications**

- BA in Human Services or Immigration field and two years professional experience in human services or immigration field.
- Experience working with Asylee Applications

**BENEFITS:** Medical, Dental, Vision, LTD, Life insurance, vacation, sick leave, paid holidays, 403(b) plan

### **TO APPLY:**

[https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101\\_000001&type=JS&lang=en\\_US](https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101_000001&type=JS&lang=en_US)

ReWA is committed to a diverse candidate pool, values and inclusive workforce and workplace environment and wishes to minimize or eliminate the impact of implicit bias during the search and hiring process. Women, minorities, and other underrepresented groups are especially encouraged to apply.

### **BACKGROUND CHECKS:**

ReWA is committed to providing a safe and secure staff and client environment. Employment at ReWA is contingent upon a successful background check on each new employee. Candidates to whom an offer of employment is made will be required to sign a Release of Information Form authorizing ReWA to conduct a thorough background check

**CLOSING DATE:**

Open until filled

**EQUAL OPPORTUNITY EMPLOYER**

ReWA is committed to the principle of equal employment opportunity for all qualified individuals. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, family or parental status of any other status protected by the laws or regulations in the locations where we operate.