



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**

<b>POSITION TITLE:</b>	Immigration Program Supervisor
<b>REPORTS TO:</b>	Senior Director of Family Empowerment
<b>STATUS:</b>	Non-Exempt Regular Full Time (40 hours per week)
<b>SALARY:</b>	\$28.00 to \$29.00 per hour

### **SUMMARY:**

This position is responsible for the coordination of ReWA's Immigration Programs, at multiple sites, including program planning and implementation, contract administration, results monitoring, staff supervision, and partnership development. This position supervises and supports staff with problem solving, application submission, citizenship instruction curriculum development, quality review. Immigration Program Supervisor supports staff as they bring refugee and immigrants to realize their dreams of immigration security and American Citizenship and Legal Permanent Residency.

The right candidate will be flexible and confident, and they will have connections in the immigration network and work comfortably in and with diverse population. The schedule for this position can be a little flexible, the Immigration Program Supervisor must be available on most weekdays and some evenings, occasionally a weekend. Position is hybrid remote work and in office for time being. Potential to move to full time in office in the future.

## **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:**

### **Program and Staff Management**

- In tangent with Senior Director of Family Empowerment and hire, train, supervise and evaluate Immigration Program staff; case managers, citizenship instructors and staff attorney.
- In Tangent with Senior Director of Family Empowerment and Staff Attorney's develop in-depth onboarding and training for immigration staff
- Develop, implement and regularly assess program design for Immigration, PRIME and Voter Education programming.
- Organize, supervise and implement Citizenship Curriculum in a virtual and/or hybrid class setting; and classroom management in diverse settings
- Organize staff meetings and professional development activities for staff and volunteers.
- Maintain clear lines of communication among Immigration Program staff.
- Work collaboratively and effectively with other Mangers/Directors to assure that clients receive comprehensive services and benefit from all ReWA programs.
- Ability to fill for staff when there are gaps in staffing in naturalization, social services and citizenship instruction

### **Administration**

This function will be assisted by a program coordinator.

- Support staff in ensuring that immigration, PRIME and Voter Education program outcomes are met.
- Sign off on staff time cards ensuring staff are spending time in appropriate programs and hours are consistent to what is expected
- Monitor program data through trackers, MCR's and database

- In tangent with Senior Director, oversee and implement quality review plan with program coordinator, making improvements where necessary to keep all program data, files and design in compliance
- Supporting the Immigration supervision, coordinate and report on contracts and reports including invoices, contractual reports, pre and post data and program outcome reports.
- Support the Senior Director and Development Department with necessary data and program descriptions in preparation of Immigration program grant applications and narrative reports
- In tangent with Senior Director manage grants and program budget; identify and make necessary budget revisions in a timely manner.
- Conduct data-driven program evaluations.
- Submit monthly progress reports to the Senior Director to submit to Executive Director and Board of Directors.
- Oversee the creation and implementation of Standard Operating Procedures (SOPs).

### **Partnerships**

- In tangent with Senior Director, enhance and maintain partnerships with Immigration Stakeholders, taskforces, committees, community-based organizations, and government agencies to further the goals and impact of ReWA.
- Lead Immigration outreach efforts when needed to fill pipelines for application submissions and students for classrooms.
- Other duties as assigned by the Senior Director.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree or AA degree in related field and 2 years minimum experience with Immigration services systems.
- Experience with management and contracts preferably working in a immigration environment with a track record of program success.
- Bilingual language and/or comfortable with using translation services.
- Experience in evidence-based practices/models.
- Experience working with refugee and immigrant populations.
- Excellent written and verbal communication skills.
- Proven experience with program evaluation and data analysis.
- Strong problem solving skills, organizational skills, ability to multi-task and attention to detail.
- Ability to work both independently and as a contributing member of a team.
- Ability to communicate effectively with individuals from diverse cultural backgrounds.

- Respect for others' experiences, opinions, language, values, culture, and knowledge.
- Proficient with Microsoft Office software.
- Ability to be flexible and nimble when needed in programming and staffing structure
- Commitment to teamwork and collaboration.
- Ability to travel to multiple program sites.
- WA state driver's license and vehicle insurance.

**BENEFITS:** Medical insurance, dental insurance, life insurance; Long Term Disability; 403(b) retirement savings plan; paid vacation, holidays, and sick leave

**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.