



“Preserving our culture,  
Reaching our potential.”

(617) 506-8150  
242 Bowdoin Street  
Dorchester

## Immigrant Integration Resource Center (IIRC) Coordinator

### **POSITION SUMMARY:**

The Immigrant Integration Resource Center (IIRC) Coordinator is responsible for outreach, implementing and coordinating programming in Cape Verdean Association’s Immigrant Integration Resource Center. This person will also implement tracking procedures across the organization to collect reporting data and client demographics, and collaborate with the Vice President of Programs and Operations to complete grant proposals and reports.

**REPORTS TO:** *Vice President of Programs and Operations*

### **ESSENTIAL FUNCTIONS:**

#### **Leadership and Administrative Tasks**

- Coordinate and lead weekly staff meetings for IIRC
- Prepare materials for President, Vice President, and Board meetings, as needed
- Compile and share with Vice President materials and information needed for special meetings/presentations, panels, conferences, and other scheduled events
- Provide 1:1 supervision for the IIRC staff, which includes front desk assistant; food and nutrition program specialist; housing & transition support specialist; adult education and community support specialist; and immigrant resource specialist.

#### **Communications and Outreach**

- Conduct program outreach and client follow-up within a timely manner, including conducting phone calls, creating and distributing flyers, and conducting home-visits
- Prepare outreach materials to engage volunteers and staff in outreach efforts
- Develop and maintain a system of responding and tracking correspondence
- Answer and respond to all inquiries, and make referrals to appropriate staff, as needed

#### **Core Programs and Services**

- Oversee direction and implementation of all IIRC services; the IIRC food programs; Citizenship Pathway Programs; consular services; translation/interpretation supports; notary services; and educational programs & courses (i.e. English and Kriolu)
- Ensure effective implementation and delivery of the classes and activities described in the

Immigrant Resource Center program description, including a Resource Center, Orientation Class, ESOL Class, Citizenship Class, Voter Registration, and other Resource Classes as applicable

- Coordinate programming and schedules with other program staff

### **Reporting and Tracking**

- Collect regular reports from staff on program outcomes (i.e. monthly) and generate an overall IIRC report (i.e. quarterly; annual)
- Ensure the collection and documentation of all program and outcome data
- Maintain up to date data on program demographics and outcomes
- Implement and oversee program-wide tracking procedures
- Update and maintain a database of client participation in programs across IIRC

### **Grants**

- Complete relevant grant reports and proposals
- Create and maintain an up-to-date grant timeline and development activity report
- Collaborate with CVAB leadership to write and submit grants, as needed

### **Other/Miscellaneous**

- Other duties as assigned

### **REQUIRED QUALIFICATIONS:**

The Immigrant Integration Resource Center (IIRC) Coordinator will be thoroughly committed to the Cape Verdean Association of Boston's mission. Concrete demonstrable experience and other qualifications include:

- Bachelor's Degree, or equivalent in field of social work, social sciences, human services, or public health
- Supervisory Experience
- Valid Driver's License
- Skills for organization and calendar management
- Ability to clearly and effectively communicate ideas verbally and in written format
- Interpersonal skills and ability to work cooperatively with others
- Experience with project coordination and project management
- Experience working with community resources, and familiarity with Boston community being served
- Experience working with community residents across language and cultural difference

### **PREFERRED QUALIFICATIONS:**

- Master's degree
- Fluent and/or proficient in the Cabo Verdean Kriolu language
- Supervisory experience
- Experience working within multiple cultural contexts
- Past experience working in Dorchester, specifically the Bowdoin-Geneva communities

**COMPENSATION:**

- Hourly rate is \$25 dollars per hour
- The position requires 35 hours per week of work