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**Leadership & Immigration Program Manager**

Reporting to the Executive Director of POC, the Leadership & Immigration Program Manager will have responsibility for programs and grants related to immigration and housing eviction prevention as well as programs related to ROLE Women’s Leadership.

**Skills/Qualifications**

* A Master’s degree in related field or its equivalent
* Ability to work effectively in collaboration with diverse groups of people
* Outstanding written and oral communication skills and ability to work well with staff and the community
* Solid organizational abilities, including planning, delegating, program development and task facilitation
* Strong public speaking ability
* Ability to create welcoming spaces for members of the community – regardless of immigration status
* Deep understanding of and passion about the issues facing immigrant communities
* Possess demonstrated skill of conflict resolution and ability to perceive and identify potential challenges or roadblocks to successful execution of programs
* Possess seasoned understanding of immigration law and key features of immigration status and adjustment processes, including points of intervention and advocacy on local, state, and federal levels
* Ability to juggle multiple streams of work, prioritize, and problem solve in complex and nuanced situations
* Comfort operating in complex and fluid environments, responding innovatively and rapidly to emerging opportunities or concerns
* An exceptional team player; exemplifies a work style that is flexible, respectful, collaborative and nimble
* Ability to build strong relationships and trust across race, gender, class, and other group identities, both internally and externally
* Strong English and Spanish language skills

**Essential Job Duties**

* Access to Justice and Housing Outreach Eviction Prevention Grant Coordinator
* Maintain accurate records, data, and statistics
* Provide programmatic grant stats, monthly reports, and quarterly narrative reports
* Recruit, select, train, and manage performance of community navigators
* Support community navigators’ presentations and outreach efforts
* Manage social media and outreach efforts for programs
* Supervise Illinois Welcome Center case managers for POC North and South
	+ Meet regularly with case managers to review cases
	+ Provide expertise and assistance on difficult cases
	+ Serve as central intake for cases received through social media
	+ Provide direct service to clients; conduct consultations to determinate eligibility and assist clients with completing appropriate immigration forms and applications
	+ Provide training and share knowledge of current immigration and housing policy updates
	+ Manage IWC data and monthly reports
* ROLE Women’s Leadership Program Manager
	+ Manage POC Sewing Studio, including all social media and outreach efforts
	+ Engage with women in ROLE to keep pulse on community needs
	+ Mentor and assist ROLE members on issues, including career development, immigration, housing, family counseling, and domestic problems
	+ Facilitate opportunities for local artists, including organizing artist markets with community partners, artist fairs at POC, and social media outreach
* Serve as Site Director for POC South in Hanover Park
	+ Create and implement innovative community outreach efforts to reach potential new clients
	+ Manage all media and communications for POC South
* Serve as in-house expert on immigration, housing, and public benefits and disseminate knowledge to POC staff
	+ Stay up to date on immigration law and regulations of the United States Citizenship and Immigration Services that impact our clients
	+ Participate in professional development including attending workshops, trainings, conferences and in-service meetings and distribute important information to staff to ensure they remain up-to-date on immigration law
* Develop new and maintain current positive partnerships with community organizations and stakeholders and conduct outreach to community originations regarding immigration services and housing
* Assist with grant writing as needed including writing narrative sections for grants