

Coordinator of Immigrant and Refugee Ministry

About the Immigrant and Refugee Ministry (IRM)

The IRM is a relational, welcoming ministry that strives to uphold the God-given worth and dignity of each person. Its mission is two-fold: to welcome, assist and advocate on behalf of immigrants/refugees regardless of their status; and to create bridges among members of participating churches, volunteers and immigrants/refugees. The IRM's work will be done without regard to parish boundaries, religious preference, ethnic or national background.

The IRM is a grass roots effort that supplements the services and supports that sponsoring agencies provide, and augments services provided by the city, state and/or community. By connecting church members and volunteers with immigrants and refugees and/or educating them about the local, state, and national policies that affect immigrants and refugees, the IRM will deepen the commitment of volunteers and church members to work for greater justice for immigrants and refugees.

Job Description of IRM Coordinator

The Coordinator of Immigrant and Refugee Ministry is a full-time position that includes paid time off and health insurance. The work schedule will be flexible and will require some work in the evening and on weekends. A means of reliable transportation is required.

The Coordinator will be accountable to a Board that is comprised of Pastors and/or individuals from supporting churches who are committed to the IRM, committed individuals who are not a member of a supporting church, and former immigrants/refugees.

Responsibilities

Welcome, listen to, and assist immigrants and refugees. The coordinator will advocate with them to assure their needs are met

- Direct contact with, and assistance to/advocacy on behalf of families
- Develop knowledge of services available to immigrants and refugees and refer individuals/families as appropriate
- Develop relationships with the Immigrant Services provider Network and other service providers to further cooperative work
- Maintain record of work with individuals/families
- Maintain confidentiality

Work closely with an oversight Board to build and sustain an effective model of service and its developmental needs

- Provide leadership in developing the model and scope of services in conjunction with the Board
- Provide regular reports to the Board about services provided, numbers of volunteers, and other relevant metrics
- As the IRM evolves, work with the board to identify unmet needs or areas where the IRM can add value to services that exist
- Maintain and develop relationships with current and potential churches/individuals who support the IRM financially
- Work with the Board to identify and write grants as appropriate

Build bridges between supporting churches and volunteers and immigrants and refugees. The Coordinator will promote education about Catholic social teaching and the issues that affect immigrants and refugees

- Provide regular education within a Catholic social teaching framework to church members about immigrants/refugees, their needs, experiences, and needed policy change
- Provide opportunities for policy advocacy within a social justice framework
- Identify opportunities for volunteer services as needs are determined
- Recruit and schedule volunteers as appropriate
- Provide on-going reports to churches (to be shared in bulletins or in person)

Recommended attitudes and skills

- Openness and comfort working with individuals from diverse cultures and religions
- Person-oriented approach
- Responsiveness to the needs of the present moment
- Ability to be self-directed
- Desire to connect with others and build community
- Understanding of Catholic social justice teaching regarding immigrants and refugees
- Clear written and spoken communication
- Basic computer skills (Office suite or similar software that supports creation of documents, spreadsheets and simple publications) and comfort with email
- Bachelor's degree in social work, human services, or a related field. MSW preferred.
- Experience working with individuals from a variety of cultures

Desirable skills

- Training in Motivational Interviewing
- Training in providing trauma-informed services, particularly regarding the experience of immigrants and refugees
- Skills in a second language

The IRM Coordinator will be officially hired by the Pastor of St. Pius V Church, where the IRM office will be located. The Coordinator will need to complete the *Protecting God's Children* training and comply with required criminal and child abuse background screenings.

This position closes on March 15, 2023. Applicants should submit a cover letter, resume and salary requirements by email to Ruth Ehresman ruthrehresman@yahoo.com.