



CARECEN

LATINO RESOURCE AND JUSTICE CENTER

Strengthening the Latino Community in the Washington, D.C. Area

CITIZENSHIP COORDINATOR

Since 1981, the Central American Resource Center (CARECEN) has fostered the comprehensive development of the Latino population in the Washington metropolitan region by providing direct services, while promoting grassroots empowerment, civic engagement, and human rights advocacy.

CARECEN was originally founded to protect the rights of refugees from conflict in Central America and provide direct legal services that would ease their transition to their new life in the United States. Over time the organization has evolved and grown with the population into broader areas of community service and economic development, establishing itself as a strong advocate on critical policy issues related to immigration, housing, and civil rights. CARECEN's programs are available to low and moderate-income Latinos in the Washington metropolitan area.

Position Overview:

CARECEN is hiring a bilingual Citizenship Coordinator to work under the supervision of the Director of Citizenship and Civic Engagement to carry out activities related to the promotion of naturalization and an active and engaged citizenry. CARECEN conducts naturalization outreach, offers naturalization information sessions, provides citizenship classes and wraparound support to eligible permanent residents, and works to promote and increase civic participation across the Latino immigrant community in the DMV.

Specific duties include:

Citizenship Instruction:

- Conduct naturalization outreach and class registration
- Recruit and manage program volunteers and interns
- Implement quarterly citizenship classes on-site
- Implement off-site classes as requested by partners or determined by supervisor
- Manage registration and student performance data
- Arrange one-on-one tutoring and additional support as needed
- Maintain curriculum and continuously develop engaging and interactive lesson plans and activities
- Manage computer lab and digital curriculum
- Conduct evaluations with program participants to determine immediate and long-term program outcomes;
- Maintain inventory of citizenship instruction supplies and place orders as appropriate

Naturalization Application Services:

- Provide naturalization information sessions in conjunction with partnerships
- Provide interpretation as necessary at naturalization interviews
- Coordinate volunteers for naturalization workshops

Beyond Naturalization

- Provide voter registration and education to new citizens and community members
- Assists new citizens with U.S. Passport applications;
- Develop and implement leadership training program targeting new US citizens
- Promote community advocacy through the mobilization of program participants and community members
- Support CARECEN advocacy efforts

- Other duties as assigned by the Program Director.

Required qualifications:

- Bachelor's degree
- Minimum 1-year education experience; curriculum development and instruction targeting ESL and low-literacy populations preferred
- Experience in volunteer training and management
- Knowledgeable of the realities faced by Central Americans and Latino immigrants; International experience in Central America is a plus
- Demonstrated commitment to working with low-income and/or low literacy immigrants
- Committed to providing excellent direct services while advocating for systemic change
- Strong case-management skills, including patience and attention to detail
- Ability to work independently and collaborate with diverse groups, including community members, government officials, funders and media
- Flexible and personable; thrives in a fast-paced, dynamic environment
- Strategic and analytical; identifies opportunities to improve and expand programming
- Sense of humor

Work Schedule:

Tuesdays-Saturdays; Must be available: Tuesday and Wednesday evenings and Saturdays, as well as other evenings or weekend hours for outreach events and info sessions, as planned.

Benefits:

Competitive benefits package includes employer-paid medical and basic life insurance, vacation, holidays, and sick-leave. You will be joining a team of committed and dedicated individuals who work tirelessly to ensure the advancement of the Latino community in our region.

To apply:

Applicants with professional, volunteer, and/or personal ties to the low-income immigrant communities in the metropolitan Washington, DC area are encouraged to apply.

Send a resume and cover letter to Rachel Gittinger at ccp@carecencd.org, with the subject line of "Citizenship Coordinator".

Applications received by November 30th will be given priority. No phone calls please.