



Position: Community Navigators Manager

Organization: The Immigration Project

Job Location: Normal, IL with remote work authorized

Salary: This is a full-time, grant-funded position. The term of the grant is 6 months, from 1/1/2020 to 6/30/2020, with the possibility of renewal. Salary is \$3,600/month with potential for overtime pay.

Submission Deadline: Until Filled

Immigration Project's Mission

Recognizing that access to accurate, complete information regarding immigration law is geographically and economically restricted for underserved immigrant populations in downstate Illinois, the Immigration Project endeavors to provide access to justice for immigrants and their families through immigration-related legal and educational services to immigrants, refugees, their families and others in downstate Illinois, in a manner and context which recognizes the full dignity of each individual.

Based in Bloomington-Normal with a satellite office in Champaign, the Immigration Project is a non-profit, 501(c)(3) organization. Please visit our website at www.immigrationproject.org for more information.

Position Description and Duties

The Community Navigator Manager directs The Immigration Project's Community Navigator Program for communities in downstate Illinois that are impacted by immigration policies. The Navigator Program promotes an asset-based approach to family stability and community welfare by recognizing the role, talent, and expertise of community members impacted by immigration policies.

The Community Navigator Manager will recruit, train, and support Community Navigators from communities impacted by immigration in Illinois. These Navigators act as community educators and connectors by engaging with members of impacted communities and conducting public educational sessions to provide access to and help with legal self-help information that helps people overcome the collateral consequences of immigration, with the goals of increasing access to the immigration legal system and promoting family reunification, community building, supportive networks, and health and healing.

The position may include some administrative duties such as implementing and reporting on strategic planning recommendations regarding Community Navigators programming.

Position Location

The Community Navigator Manager reports to the Immigration Project's Executive Director who is located in the Normal, IL office. Any candidates working remotely from the Peoria, Bloomington-Normal, or Champaign-Urbana areas will be considered. Frequent travel across central and southern Illinois will be required.

Position Requirements

- Applicants must be bilingual in English and Spanish, have good communication skills, basic computer skills, and be organized, dependable, and detail-oriented.
- Experience in recruiting, training, and maintaining volunteers preferred.
- Previous social service or legal experience is highly desirable.

How to Apply

Interested applicants should submit a resume and cover letter to Executive Director Charlotte Alvarez at calvarez@immigrationproject.org. Please put "Community Navigators Manager" in the subject line. No phone inquiries please.