PROGRAM REPORTING ASSISTANT

The Immigration Project (serving Central and Southern Illinois) is accepting applications for the position of a Program Reporting Assistant to help with grant reporting.

Position: Program Reporting Assistant  
Agency: The Immigration Project  
Location: Normal, IL or Champaign, IL - some remote work authorized  
Date Posted: 7/14/2021, Application Open Until Position Filled  
Job Type: Administrative Position  
Schedule: Long-term, full-time  
Practice Areas: Immigration and Refugee

Agency Information:
The Immigration Project is a small, dynamic, immigration legal aid organization located in Normal, Illinois with a satellite office in Champaign, Illinois. The agency is the largest non-profit immigration legal services agency located in downstate Illinois with immigration attorneys on staff. Serving clients in 86 counties outside of the Chicago/Cook County area, The Immigration Project has an impact on communities across central and southern Illinois. More information on the organization can be found at http://www.immigrationproject.org.

Position Summary:
The Program Reporting Assistant is a new position designed to oversee the development and implementation of accurate, efficient, and timely grant reporting for a portfolio of private, state, and federal grants. They will be responsible for customizing the agency’s case management software to ensure accurate data entry and keeping all stakeholders informed of the progress of the grant through each grant term. Program reporting includes both numerical data of work performed but also narrative explanations of our programs’ impact and development.

This position reports will work collaboratively with program managers, the Legal Director, and the Social Services Director and will report directly to the Executive Director.

Essential Duties and Responsibilities:

- Develop, prepare and distribute grant funded program reports to communicate results, achievement of deliverables and outcomes to comply with donor reporting requirements.
- Customize LegalServer and Google Suite systems to ensure accurate data entry.
- Enter program activities and data into both The Immigration Project’s case management systems and into the necessary databases of each funder.
- Track data and complete reports to maintain grant compliance and ensure required tasks are completed within designated timeframes.
- Conduct research to support grant proposals and assist in data collection for timely grant reporting.
- Work with members of the staff and finance team to gather information necessary to report to corporate/foundation funders on current grant programs.
- Ensure accurate grant narratives to convey quantitative and qualitative impact and outcomes
- Provides required weekly, monthly, quarterly and/or annual reports to Supervisor as assigned.
- Other job duties may be assigned.

Qualifications:

- Fluent Spanish is required under the grant. Please indicate in the resume or cover letter the level of Spanish fluency and years of Spanish language experience.
- Ability to take and pass various background checks to meet grant requirements.
- Bachelors and/or Associates Degree Preferred
- 1-2 years experience in grant development and/or data management
- Excellent computer/database skills, willingness to adapt to new technologies for the purposes of word processing, data entry, spreadsheets, and electronic file management
- Strong verbal and written (analytical and expository) communication skills
- Excellent time management skills – ability to handle interruptions, meet deadlines, maintain focus on tasks, produce accurate work and manage multiple projects with attention to detail
- Ability to generate and understand work-related reports using company software
- Ability to take initiative, work independently and as part of a team
- Excellent interpersonal skills with the ability to work collaboratively with internal and external stakeholders
- Ability to handle sensitive and confidential information with discretion in accordance with the agency’s obligations under state and federal law.
- Previous experience working with immigrant communities and/or legal aid preferred.
- Strong organizational ability; attention to detail and accuracy, and demonstrated ability to learn technical and legal information.
- Ability to thrive in a flexible, fast-paced and growth-oriented environment, while maintaining a cooperative, friendly, and helpful attitude with clients and co-workers.

**Salary:** $32,000 a year. Generous benefits package including flex time, vacation, personal, and sick days, full medical insurance and contributions of $2,800 a year to Health Savings Account, optional participation in dental and vision insurance. Retirement benefits available after two years.

**Application Instructions:**

Please email a letter of interest, resume, and references to: Executive Director Charlotte Alvarez, Esq. calvarez@immigrationproject.org

**Application Deadline: Rolling basis until position filled**

The Immigration Project is an equal opportunity employer.