Position: Welcoming Center Manager

Organization: The Immigration Project

Job Location: Normal, IL with some days/week of remote work authorized

Salary: This is a full-time, grant-funded position. Generous benefits package including full medical insurance and Health Savings Account included.

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 Welcoming Center Manager directs The Immigration Project’s Welcoming Center in Bloomington-Normal. The Welcoming Center was founded in 2021 and is a hub connecting businesses, faith communities, public figures, governments, schools, social service agencies, and immigrant communities to promote the creation of a more just and welcoming McLean County.

The Welcoming Center Manager will continue the development of the Welcoming Center in accordance with grant objectives in collaboration and through engagement with other stakeholders in McLean County. They will meet with stakeholders, develop programming and initiatives identified by these stakeholders, and manage a team of Community Navigators and volunteers with the goals of increasing access to necessary social support systems and promoting family reunification, community building, supportive networks, and health and healing.

The position will include some administrative duties such as grant reporting and budgeting.

Position Location

The Welcoming Center Manager reports to the Social Services Director who reports to the Executive Director. Being in the Normal office several days a week, including some Saturdays, is required. Frequent travel within McLean County will be required.

Position Requirements

- Applicants must have good communication skills, basic computer skills, and be organized, dependable, and detail-oriented.
- Fluency or proficiency in Spanish or French strongly preferred.
- Previous social service or managerial experience is highly desirable.
- Applicants must display initiative and be able to implement and design new programs.

How to Apply

Interested applicants should submit a resume and cover letter to Social Services Director Sarah Mellor at smellor@immigrationproject.org. Please put “Welcoming Center Manager” in the subject line. No phone inquiries please.