



## **Overview**

Mixteca Organization Inc. is a 501(C)3 organization founded in 2000 in Sunset Park, Brooklyn, which seeks to support sustainable livelihoods for Spanish-speaking immigrants, regardless of status. Mixteca provides free and culturally-sensitive programming to respond to the host of critical health, educational and immigration needs for Spanish-speaking families in Brooklyn and the broader NYC metropolitan area.

## **Job Summary**

Mixteca seeks a driven, self-motivated, and detail-oriented Program Assistant in our Immigration Services Programming to work closely with our Outreach and Immigration Services Coordinator to conduct outreach, coordinate, organize, and lead activities for Mixteca's Know Your Rights series during Spring of 2019 for Brooklyn's Spanish-speaking immigrant families. The Immigration Services' Program Assistant will work approximately 10-15 hours/week for 4 months. This is a temporary part-time position that will require flexible availability for weekday evenings and weekends.

## **Primary Duties and Responsibilities**

- Undergo training on immigration Know Your Rights (KYR) information and support with public presentations to the immigrant community on their individual rights, current immigration law and policy topics, and resources in conjunction with Mixteca staff and volunteers.
- Identify, establish and coordinate with places of worship, schools, legal services providers, and/or community partnerships to conduct KYR immigration workshops.
- Coordinate the logistics, outreach and promotion of Mixteca's KYR workshops at host sites.
- Maintain effective data collection and produce accurate and up-to-date documentation of relevant programming activities.
- Lead general outreach and community engagement.

## **Qualifications**

- Excellent verbal and written communication skills in both English and Spanish required, with exceptional attention to details
- Interest and/or work experience on community organizing, issues relating to immigration, and/or knowledgeable of immigration policies and laws
- Demonstrated success in serving hard-to-reach communities
- Effective public speaker
- Strong interpersonal and organizational skills.
- Experienced in Microsoft Office skills (Word, Excel, and Powerpoint)



**To Apply:**

Please send resume and cover letter **no later than Friday, February 1st, 2019** to **info@mixteca.org**. Include “Immigration Services Program Assistant” on the subject line. Position to be filled immediately; interviews will be held on a rolling basis, position may close earlier.

Hourly Rate: \$15 per hour, 10-15 hours per week.

Time Period: February through June 2019

**NOTE:**

Only those candidates under consideration will be contacted.