

Job Title	Community Outreach Coordinator
PVN ID	VU-2408-006432
Category	Managerial and Professional
Location	OFFICE OF SR VC FOR UNIVERSITY RELATIONS
Department	Cuny Citizenship Now
Status	Full Time
Annual Salary	\$42,000.00 - \$45,000.00
Hour(s) a Week	35
Closing Date	Oct 07, 2024 (Or Until Filled)

General Description

CUNY Citizenship Now! the largest university-based legal assistance program in the nation, provides free and confidential immigration law services. Our model of legal services brings immigration assistance to New York City's neighborhoods and is rooted in the belief that immigrants should be empowered to advocate on their own behalf – a model of legal services called *pro se* – “*on behalf of themselves.*”

As part of our commitment to addressing the needs of New York City's immigrant community, CN! has recently expanded its services to focus on asylum seekers. In collaboration with the City of New York, we provide specialized assistance to those seeking asylum, Temporary Protected Status (TPS), and Employment Authorization Documents (EADs).

Job Summary:

Under the supervision of the Supervising Immigration Attorney, the Community Outreach Coordinator will play a key role in connecting with local community groups and recruiting potential beneficiaries of CN!'s services. This position will be responsible for engaging with applicants, whether they qualify for immigration relief or not, and connecting them with essential city resources to provide holistic care. The coordinator will be available to answer any follow-up questions from applicants and serve as a liaison between them and the attorneys, ensuring clear communication and information sharing.

The coordinator will provide follow-up appointments for EAD applications when the applicants become eligible. This role requires expertise in immigration law, particularly asylum cases, along with strong research, counseling, and organizational skills. The coordinator will also manage case-related administrative tasks, ensuring effective service delivery and compliance with program protocols.

Other Duties

- Coordinate with other staff to connect applicants with essential city resources, ensuring holistic care that

addresses both their legal and non-legal needs.

- Act as a liaison between applicants and attorneys, ensuring clear and effective communication regarding the application process.
- Coordinate follow-up appointments for EAD applications or other pro se services.
- Maintain communication with both attorneys, paralegals, and administrative assistants.
- Serve as the primary point of contact for follow-up matters and pro se applicant inquiries.
- Assist attorneys and paralegals in maintaining applicants' electronic files.
- Serve as the primary point of contact for applicants seeking information about our services.
- Attend monthly meetings with MOIA and ASLAN partners.
- Conduct outreach to community-based organizations (CBOs), churches, and community members to create meaningful collaborations and opportunities for applicants.
- Conduct outreach efforts to engage with applicants who may qualify to apply for asylum, TPS, or an EAD.
- Coordinate referrals among nonprofit partners, as necessary.
- Develop and implement training for interpreters and translators.
- Assist applicants by connecting them with referral services and providing information on available resources.
- Provide general information on the asylum application process.
- Prepare and maintain detailed case notes for each client, following office procedures on case management.
- Assist pro se asylum seekers in preparing and completing Form I-589 (Application for Asylum and for Withholding of Removal).
- Assist pro se asylum seekers in preparing and completing Forms EOIR-33, AR-11, I-821, I-765, and I-912, as necessary.
- Assist pro se asylum seekers in preparing and completing other documents and filings, such as certificates of service, EOIR cover sheets, and motions to change venue, as necessary.
- Assist the attorney in preparing Form EOIR-61.
- Ensure timely delivery of monthly and quarterly reports detailing all services provided.
- Assist in coordinating in-kind donations and other resources for applicants.
- Participate in CNI's monthly Saturday citizenship application events.
- Assist with other administrative tasks, as needed

Qualifications

- Experience working with immigrants or immigration issues is highly preferred.
- Familiarity with essential city resources and the processes for obtaining them.
- Strong commitment to protecting the rights of low-income, vulnerable immigrants, and asylum seekers.
- Flexibility to commute in the NYC area.
- Ability to handle and resolve recurring problems in a courteous and professional manner.
- Experience in public speaking and training preferred.
- Excellent writing, interpersonal, and computer skills.
- Ability to establish priorities, work independently, and proceed with objectives without supervision.
- Detail-oriented, highly flexible, and self-motivated.
- Fluency in a second language (Spanish, French, and Haitian Creole preferred).
- Excellent research and analytical skills.
- Strong organizational skills.

- Must be able to multi-task, prioritize, and demonstrate attention to detail.
- Excellent customer service skills.
- Experience with Adobe Acrobat Reader, Microsoft Word, and Microsoft Outlook.
- Work well under pressure, monitor due dates, and prioritize tasks by order of importance.