



## **POSITION ANNOUNCEMENT: EDUCATION AND OUTREACH DIRECTOR**

**Job Title:** Education and Outreach Director

**Reports To:** Executive Director

**Status:** Full-time, April 1, 2020 Start or ASAP

### **ORGANIZATION BACKGROUND:**

UnLocal, Inc. is a community-centered non-profit organization located in Manhattan that, through various community-based partnerships, provides direct immigration legal services and immigration-related education and outreach to immigrant communities including youth, families, and LGBTQ+ immigrants in New York City. UnLocal provides direct legal representation in affirmative and defensive removal proceedings, rapid response to detention and deportation and USCIS applications. The Education and Outreach Team works closely with the legal team to provide legally robust content at events and support leaders of member-based organizations, schools and other community-based entities to build multilingual, up-to-date, culturally competent presentations in immigrant communities throughout New York City.

### **POSITION BACKGROUND:**

UnLocal staff, interns, and collaborators currently hold 4-5 monthly events on immigration law topics and access to higher education. The Education and Outreach Director is part of the senior leadership at UnLocal. This individual will be responsible for maintaining organizational relationships with our core and extended partners, supervising the Education and Outreach Team and thinking strategically about the long-term Education and Outreach vision, and UnLocal as a whole through management meetings with the Executive Director and Legal Director. In addition, they will be expected to create new relationships with immigrant groups, community-based organizations, workplaces, schools and allies; create original content for the access to higher education program, and create and conduct Know Your Rights presentations related to immigration and education. This is a unique opportunity for a passionate leader working in immigrant rights energized to empower and inform immigrant communities. In 2020, we are continuing to expand our outreach and build our impact throughout New York City.

### **PRIMARY RESPONSIBILITIES:**

- Plan, develop, coordinate, manage, present at and evaluate community outreach initiatives;
- Supervise and work collaboratively with the Education and Outreach Coordinator and others on the Education and Outreach team, including social media, education and high school interns;
- Perform research and outreach to identify key organizations suitable for partnership with UnLocal;
- Develop and maintain professional relationships with individuals at educational institutions, community-based organizations, places of worship and workplaces;
- Assist the Development Manager with statistical research and reporting functions by collecting and maintaining accurate data used for defining key metrics;
- Collaborate with our Legal Department on our ongoing anti-deportation / raids response work;



- Create original content for educational and marketing campaigns to be placed on all social media channels, and website;
- Ensure Education and Outreach staff members and volunteers are properly trained, assigned to events;
- Plan press conferences, panels, legal clinics, partner calls, and events as needed;
- Participate in funder site visits as well as other funding pitches;
- Additional duties as the role requires.

### **PROFESSIONAL QUALIFICATIONS:**

- A baccalaureate degree from an accredited college and at least 4-5 years of experience in community work or community centered activities in immigrant rights; or High school graduation or equivalent and six years of experience in community work or community centered activities in immigrant rights.
- Demonstrated background in community outreach, communications and/or education.
- Strong public-speaking skills – candidate should be comfortable delivering presentations to different size groups in various capacities;
- Experience working collaboratively in small teams and ability to work in a fast-paced environment and simultaneously handle multiple priorities and projects;
- Professional FLUENCY in Spanish and other languages are highly desirable;
- Prior knowledge of immigration law, or experience working in a legal setting highly desirable;
- Prior organizing experience, especially in anti-deportation and anti-detention work highly desirable;
- Proficiency in Microsoft Office Programs such as Word, PowerPoint, Excel, and Canva;
- High level of initiative and motivation with excellent interpersonal, verbal and written communication skills;
- Strong attention to details;
- Strong desire to work with diverse groups of people;
- Experience working in and building from an anti-oppression and anti-racist framework;
- Passionate and committed to immigrant rights and social justice.

### **SALARY AND BENEFITS:**

- This is a full-time position. Salary is \$60k+ dependent upon experience and benefits include health, dental, vision, commuter, access to 401k, and one-on-one financial coaching;
- 15 days vacation, 12 holidays, 5 sick days, 3 personal days, generous parental leave, and the week between Christmas and New Year's Day off; and
- Up to \$300 reimbursement for professional development and \$30 gym reimbursement.

### **ADDITIONAL INFORMATION:**

The person in this position will be participating in events across all five boroughs, using public transportation. Candidate must be comfortable being in the field on a weekly basis and may be required to work evenings and weekends. Candidates must be able to lift 20 lbs.

### **HOW TO APPLY:**



If you are interested in applying for this position, please send a cover letter and a list of two references to **Michele Lampach** at [michele@unlocal.org](mailto:michele@unlocal.org) with “Education and Outreach Director” in the subject line. Please, no phone calls. UnLocal, Inc. values workplace diversity and strongly encourages applications from women, immigrants, people of color, LGBTQ+ individuals, individuals with disabilities, veterans, and members of under-represented or disadvantaged communities. We are an Equal Opportunity / Affirmative Action Employer. All qualified applicants will be considered for employment without unlawful discrimination based on race, color, creed, religion, national origin, citizenship, age, sex, disability, sexual orientation, gender identity, gender expression, military status, marital status, familial status, caregiver status, predisposing genetic characteristics, veteran or active military service member status, pregnancy, arrest or conviction record, unemployment status or any other characteristic protected by applicable law. UnLocal, Inc. values diverse experiences. People with criminal justice records are encouraged to apply.