



Community Immigration
Legal Services & Education

Organization Overview

UnLocal is a community-centered non-profit organization providing direct immigration legal representation and community education to New York City's undocumented immigrant communities.

The Senior Manager of Outreach & Community Engagement is responsible for developing, implementing, and evaluating educational programs that align with the organization's mission. They assess community needs, establish strategic partnerships with schools and nonprofits, and lead a team of staff and volunteers. The role involves budgeting, securing funding through grants, and managing resources effectively. Additionally, the senior manager will oversee and create innovative ways to conduct community outreach efforts to inform New Yorkers on various immigration topics such as but not limited to immigration legal policies through events and educational materials. The right candidate will also monitor program effectiveness, using data to report on outcomes and drive improvements. This is a full-time exempt position that reports to the Executive Director.

Primary Responsibilities

Program Development and Management:

- Design, implement, and evaluate community education programs along with the Executive Director that align with organizational goals.
- Identify community needs through partner engagement, and adapt programs accordingly.

Strategic Partnerships:

- Establish and maintain collaborative relationships with local schools, non-profits, and community organizations.

Team Leadership:

- Supervise both the Outreach and Partnership Manager and the Educational Initiatives and Youth Programs Manager.
- Recruit, train, and mentor staff and volunteers involved in community education initiatives. - Foster a supportive and inclusive team environment that encourages innovation and professional development.



Budgeting and Resource Allocation:

- Develop and manage budgets for community education programs, ensuring effective allocation of resources. - Work with the Development Director and Executive Director to apply for grants and other funding opportunities to support program development.

Community Outreach and Engagement:

- Increase awareness of the organization's mission, services, and impact within the community by hosting workshops, webinars, and community events, or providing immigration legal and related educational materials to inform the public.
- This position will include working occasional nights and weekends.

Evaluation and Reporting:

- Monitor and assess the effectiveness of community education programs, utilizing data to inform improvements. - Prepare regular reports for stakeholders on program outcomes and community impact.

Qualifications

- Bachelor's degree in Education, Community Development, Social Work, or a related field is preferred but not required.
- Minimum of 5 years of experience in community outreach, education, or a similar role, with at least 3 years in a managerial position.
- Strong knowledge of educational principles and community engagement strategies.
- Exceptional communication and interpersonal skills, with the ability to build rapport with diverse stakeholders.
- Proven ability to lead programs from conception through execution and evaluation.
- Competency in budgeting and financial management.
- Spanish is preferred but not required, however fluency in a second language is required
- Proficient in using technology and social media for community engagement and program promotion.
- Must be able to work occasional nights and weekends.

Benefits & Salary:

- Full-time position.
- Salary range: \$80,000 - 85,000, depending on experience.
- Full premium coverage for health, dental, and vision insurance.
- Contributions to commuter benefits and access to 401(k).



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- Professional development stipend.
- Yearly Wellness Stipend.
- 40 days of paid time off (PTO) available for any reason the staff member sees fit.
- Office closure between Christmas and New Year's (not counted towards PTO).
- After three years of employment, staff are eligible for a 4-week sabbatical.
- Promoting work-life balance through flexible Fridays.

To Apply:

Interested applicants may apply by sending a resume to Adrian España, the Director of Human Resources, People & Culture via email to: Adrian@unlocal.org.