



Organization Overview

UnLocal, Inc. is a community-centered non-profit organization that provides direct immigration legal representation and community education to New York City's immigrant communities. Our Legal team uses a comprehensive approach to advocacy, combining consultations, representation, training, and outreach to support impacted community members.

Position Summary

The Senior Programs Coordinator will provide day-to-day oversight of UnLocal's youth program and educational initiatives, including the New York State Dream Act and youth-focused career pathways. This role assists with collaboration between key partnerships, leads community and youth outreach strategy, and oversees the development of presentations of UnLocal's legal and educational programs with a focus on programs such as (but not limited to) the New York State Dream Act (NYSDA). This full-time role reports directly to the Senior Manager of Outreach and Community Education.

Key Responsibilities

- Lead strategic planning for UnLocal's Educational Initiatives & Youth Programs, setting annual goals, priorities, and success metrics in collaboration with the Senior Manager of Outreach and Community Education.
- Lead efforts to help students apply for the New York State Dream Act and access financial aid for immigrant students, overseeing the development of related tools, training, and materials.
- Oversee and strengthen major partnerships (e.g., ImmSchools, International Network for Public Schools), serving as UnLocal's primary representative in high-level partner meetings.
- Own the full lifecycle of deliverables for the Mayor's Office of Immigrant Affairs (MOIA) New York State Dream Act contract, including presentations, individual application assistance, budget and outcomes tracking, and support reporting to MOIA.
- Design, facilitate, and identify recurring student-facing forums for collaboration and information-sharing across UnLocal's partnerships (e.g., partner calls, tabling, community forums).
- Guide staff in managing referrals for clients seeking educational opportunities, including GED/TASC, college applications, scholarships, and adult learning, and help develop streamlined referral processes.
- Collaborate with the Senior Manager of Outreach and Community Education to identify grant opportunities for youth programming in partnership with the Development Team, including contributing to proposal narratives and budgets.



- Lead communication strategy for the Student Resource Hub Newsletter (SRH) and provide editorial guidance for the Newsletter in coordination with the Communications Team.
- Represent UnLocal at local conferences, coalitions, and public-speaking engagements to elevate the organization's educational and youth programming work.

Qualifications

- Bachelor's degree in social work, community organizing, public administration, or a related field (or equivalent experience).
- 4+ years of experience in education, youth programs, or nonprofit program management, including at least 1–2 years in a leadership or program-management capacity.
- Demonstrated knowledge of higher education systems, including but not limited to the New York State Dream Act (NYSDA), and career pathways, particularly barriers faced by immigrant students.
- Proven track record of independently managing partnerships, programs, and competing priorities with minimal oversight.
- Strong commitment to social justice and immigrant rights.
- Excellent communication, public speaking, and facilitation skills, including experience representing an organization externally.
- Experience working collaboratively with diverse groups and immigrant communities.
- Fluency in English, Spanish, and/or French strongly preferred.
- Flexible schedule, including the ability to work evenings and weekends.

Preferred Skills

- Grant reporting experience.
- Experience contributing to strategic planning or program evaluation.
- Strong writing and communication skills for newsletters and presentations
- Familiarity with immigrant communities and pathways to higher education.
- Ability to manage time and competing priorities independently.

Salary & Benefits

- Full-time position.
- Salary: \$70,000
- Full premium coverage for health, dental, and vision insurance.
- Contributions to commuter benefits and access to 401(k).
- 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

If you are passionate about making a difference and possess the required skills, please submit your resume and cover letter to Human Resources at HR@Unlocal.org. We look forward to welcoming a dedicated Senior Programs Coordinator to our team.

This position primarily involves sedentary work, including extended periods of sitting, use of a computer, and communication via phone and video conferencing. Travel will be required for funder outreach or partner meetings. Position frequently moves items of up to 10 pounds across the office or into off-site locations. Occasional weekend availability is required. Reasonable accommodations will be provided to enable individuals with disabilities to perform the essential functions of the job.

Equal Employment Opportunity

As an Equal Employment Opportunity (EEO) Employer, UnLocal, Inc. prohibits discriminatory employment actions against and treatment of its employees and applicants for employment based on actual or perceived race or color, size (including bone structure, body size, height, shape, and weight), religion or creed, alienage or citizenship status, sex (including pregnancy), national origin, age, sexual orientation, gender identity (one's internal deeply-held sense of one's gender which may be the same or different from one's sex assigned at birth); gender expression (the representation of gender as expressed through, for example, one's name, choice of pronouns, clothing, haircut, behavior, voice, or body characteristics; gender expression may not conform to traditional gender-based stereotypes assigned to specific gender identities), disability, marital status, relationship and family structure (including domestic partnerships, polyamorous families and individuals, chosen family, platonic co-parents, and multigenerational families), genetic information or predisposing genetic characteristics, military status, domestic violence victim status, arrest or pre-employment conviction record, credit history, unemployment status, caregiver status, salary history, or any other characteristic protected by law.

Our Commitment to Diversity, Equity, and Inclusion

UnLocal, Inc. is committed to a work culture of zealous advocacy, respect, diversity and inclusion, client-oriented defense, access to justice and excellent representation. We are dedicated to building a strong professional relationship with each of our clients (people), to understanding their diverse circumstances, and to meeting their needs. Our ability to achieve



these goals depends on the efforts of all of us and our ability to build strong relationships with our colleagues. Every member of our community is expected to continuously learn about the dynamic, evolving, and emerging field of knowledge of identity, bias, and systemic forms of oppression and participate in productive efforts to dismantling bias in all forms
