



Job Title: Arabic Community Advocate
Organization: United Voices for Newcomer Rights (UVNR)
Location: Albuquerque, NM (in-person)
Start Date: As soon as available
Position Type: Part-time (25 hours/week), non-exempt, term-limited
Supervisor: Program Manager
Pay Rate: \$23–\$28/hour - based on level of experience and skills
Pay Schedule: Bi-Weekly

Position Overview

United Voices for Newcomer Rights (UVNR) is seeking a Part-Time Arabic Community Advocate to support Arabic-speaking newcomer communities through culturally responsive outreach, direct services, and community-based mental health and resilience programming.

This is a strictly term-limited, grant-funded position. Employment is expected to end on September 29, 2026, unless additional funding is secured. If additional funding is secured, terms may be re-negotiated.

This role supports UVNR's ReCAST and REFRAME initiatives, working closely with newcomer individuals, families, and youth to strengthen access to resources, promote mental health and well-being, and build community connections.

Key Responsibilities

- Provide culturally responsive direct services and case management to Arabic-speaking newcomer individuals and families, including, but not limited to, conducting needs assessments, referrals, and providing advocacy and follow-up support across public benefit systems (e.g., housing, employment, healthcare, education, and social services).
- Conduct community outreach, recruitment, and engagement while building and sustaining trust-based relationships with Arabic-speaking community members, local organizations, and service providers to increase participation in UVNR programs and strengthen partnerships.
- Deliver high-quality interpretation and translation services in program settings and with external partners (e.g., healthcare providers, schools, research teams), ensuring language access and effective communication for newcomer participants.
- Support the planning, coordination, and facilitation of REFRAME programs, including Learning Circles, Tea Circles, and youth-focused programming, including participant communication, logistics, and material preparation.
- Maintain accurate and timely charting, documentation, and data entry in organizational systems (e.g., service logs, referrals, case notes, attendance, reporting requirements) to remain in compliance with grant and organizational standards and goals.

- Accurately complete timesheets and track hours and activities in compliance with organizational requirements.
- Actively participate in team meetings, REFRAME program activities, training, and coalition work, contributing to collaborative planning and implementation.
- Support program evaluation and research, including administering surveys, conducting interviews, and contributing to data collection efforts aligned with SAMHSA REFRAME and UVNR requirements.
- Assist with organizational and programmatic priorities, demonstrating flexibility and adaptability to evolving community needs, program growth, and grant deliverables.
- Assist with miscellaneous organizational tasks as needed.

Qualifications

1. Fluent in Arabic and English (required), including ability to interpret and translate in community and service settings
2. Demonstrated connection to, or experience working with, Arabic-speaking community members and other newcomer communities.
3. Experience in community recruitment, outreach, case management, and/or community-based programming preferred
4. Experience accessing public benefits and other social services preferred.
5. Strong understanding of culturally responsive, trauma-informed, and community-centered approaches.
6. Ability to build trusted and lasting relationships with individuals, families, and community partners.
7. Ability to adapt quickly in high stress environments, including having multiple roles and the ability to switch between them with ease.
8. Strong organizational skills with attention to detail in documentation and data entry.
9. Ability to work both independently and collaboratively in a team environment.
10. Ability to work in a continuum of structured environments.
11. Proficient in using computers and other information technology
12. Proficient with Microsoft Office, data systems, or related software.
13. Flexibility to work in the evenings and weekends as needed.
14. Must have a valid driver's license and be able to travel to UVNR offices and within Albuquerque.
15. Must follow and adhere to all organizational policies and procedures

UVNR Provides

1. Professional development, general management, and support of employees.
2. Computer station/desk, monitors, and all necessary hardware and software as needed.
3. All data storage and management equipment and software.
4. Handbook for all organizational policies and procedures.
5. Onboarding and training support.
6. Paid sick leave at a rate of 1 hour for every 30 hours worked

7. Direct deposit of paycheck funds.

Term of Employment

- This position is fully federal grant-funded through SAMHSA ReCAST (End date: September 29, 2026).
- This role is not permanent and does not guarantee continuation beyond the grant period. Any extension is contingent on future funding and organizational needs

At-Will Status

All UVNR employees are *at will*, and termination by the organization or employee can occur at any time. An employee who resigns should submit a resignation letter in writing no later than two-weeks prior to the desired end date. The employee may report any incidents or challenges to Program Manager at will.

How to Apply

Submit resume and brief cover letter to: ryeora@uvnr.org AND danielle@uvnr.org