**POSITION TITLE:** Immigrant Family Services Coordinator

**POSITION CLASSIFICATION:** Full-Time, Exempt

**SUPERVISORY RELATIONSHIP:**  Immigrant Family Services Manager

**UNIVERSITY YMCA & NEW AMERICAN WELCOME CENTER**

The University YMCA, founded in 1873, develops campus and community leaders committed to social justice, environmental

protection, interfaith cooperation and global engagement by fostering dialogue, reflection and action. Established in 2017, the Y’s

New American Welcome Center (NAWC) works to co-create a community where all immigrants can thrive and flourish by engaging

local institutions and mobilizing community resources to ensure equitable access to services, economic opportunity, and meaningful

belonging.

**JOB DESCRIPTION**The University YMCA seeks a mission-driven professional to provide leadership for the New American Welcome Center’s community outreach programs on the Immigrant Family Services (IFS) team including, but not limited to: Community Navigators, Tutoring, and Small Business Support. The IFS Coordinator will oversee Community Workers, programs, resources, and play a key role in the execution of NAWC’s mission. The IFS Coordinator will work with NAWC staff, collaborating organizations, volunteer leaders, and student programs in designing and delivering quality programs.

**WAGE & BENEFITS**

This is an at-will, full-time position averaging 37.5 hours per week, The salary range is $39,737 to $44,153, negotiable based on experience. This position is grant-funded through June 30, 2026, with anticipated continuation through June 30, 2027. While long-term continuation is expected, all NAWC positions are dependent on available grant funding and satisfactory job performance.

**REQUIREMENTS**

* A bachelor’s degree or equivalent work experience.
* Fluency in both written and spoken English is required; proficiency in Spanish and/or French is preferred.
* Demonstrated success in program development, project management, and program administration and reporting.
* Excellent communication skills.
* Ability to work a flexible schedule at times, including some evenings and weekends.
* Ability to learn and demonstrate proficiency with Salesforce to track client and activity data.
* Technical proficiency in all Microsoft Office applications and Google Suite.
* Experience using Adobe, Canva, Facebook, Salesforce, Slack and WhatsApp.
* Experience with grants management.

**JOB DUTIES & RESPONSIBILITIES**

* Oversee NAWC outreach programming, staff, interns, and volunteers, assisting the team in meeting goals.
* Ensure provision of quality client services, outreach, and education activities, evaluating programs and adjusting as needed.
* Build and maintain trusting relationships with underserved communities by being responsive to their needs and providing programming and presentations where community members live, work, and spend time.
* Support the IFS Team in meeting grant deliverables related to case management, referrals, applications, outreach, and education through direct service provision and grant oversight.
* Communicate with key stakeholders, including community leaders, partners, staff, volunteers, and funders.
* Actively participate in staff meetings, development opportunities, community activities, and organization events.
* Perform other duties as assigned.

**ESSENTIAL KNOWLEDGE & SKILLS**

* Bicultural agility, including understanding of immigrant experience and obstacles due to language barriers, legal status, poverty, and racial inequity.
* ​​Strong commitment to the enfranchisement and empowerment of immigrant communities.
* Ability to work with people across diverse personalities, lifestyles, cultures, political orientations, and faiths.
* Impeccable integrity, positive attitude, mission-driven, and self-directed.
* Strong organizational and multitasking skills and ability to maintain detailed, accurate records.

**HOW TO APPLY**

Interested applicants should send a cover letter, a current resume, and three references to [welcome@universityymca.org.](mailto:welcome@universityymca.org) Interviews will be conducted on a rolling basis until the position is filled.

**STATEMENT OF EQUAL OPPORTUNITY**

The University YMCA is committed to equal opportunity for the employment and advancement of an inclusive and diverse staff. The University YMCA will not engage in any discrimination or harassment against any person because of race, color, religion, religious preference or opinion, sex (including pregnancy), gender identity, national origin, ancestry, age, family responsibilities, marital status, disability, sexual orientation, personal appearance, political affiliation, unfavorable discharge from the military, status as a veteran of military service, prior arrest or conviction record, source of income, or any other discrimination based on categorizing or classifying a person which is not based upon factual data about the persons or group and is not related to the purpose for which it used.