



## **Project Citizenship Outreach Program Manager Job Description**

Project Citizenship seeks an Outreach Program Manager to oversee outreach to eligible permanent residents to apply for citizenship, manage Project Citizenship's community workshops, oversee communications and marketing, and supervise one to two AmeriCorps volunteers. Project Citizenship's exclusive mission is to assist permanent residents to become U.S. citizens by providing free application assistance because of the transformative power of citizenship. Citizenship is the only protection against deportation and the best method to secure important rights and benefits.

**Principal Purpose of Job:** The Outreach Program Manager supports the Director of Programs and Operations, and works collaboratively with the Citizenship Program Manager who coordinates our Quincy Market Citizenship Center and manages our pro bono relationships with Boston's elite law firms. The Outreach Program Manager is responsible for managing immigrant outreach and community workshops, as well as marketing and communications.

With training and experience, the Outreach Program Manager may obtain Department of Justice accreditation to be able to represent immigrants at naturalization interviews, and take on an active training responsibility and an advocacy role.

**Supervision:** The Outreach Program Manager will report directly to the Director of Programs and Operations.

### **Essential Job Functions:**

- **Immigrant Outreach**
  - Conduct outreach in immigrant communities, including providing information sessions in collaboration with community organizations, and ethnic media coverage of events.
  - Maintain and improve established strong networks with community organizations that are currently providing and/or have interest in citizenship.
  - Expand referrals from community organizations in new service areas.
- **Community Citizenship Workshops**
  - Plan and execute workshops in communities with a large immigrant population in which we have established ties; and create and develop partnerships for serving new, high need communities.
  - Inform strategy in collaboration with other key staff members and develop plans for geographic and ethnic expansion of services.
- **Communications and Marketing:**
  - Prepare and distribute monthly newsletter on MailChimp.

- Maintain and improve upon growing social media presence.
- Maintain and expand successful client video stories and photo stories.
- Maintain and update Project Citizenship website.
- Perform other communication related projects and tasks, as assigned.

**Qualifications Desired:**

1. Bachelor's degree from an accredited college or university.
2. 2-3 years' work experience in the nonprofit field.
3. Detail-oriented, responsible, energetic, self-directed.
4. Excellent organizational skills; ability to plan workflows, handle multiple tasks simultaneously, prioritize, problem solve, and meet deadlines.
5. Strong computer skills (Microsoft Suite) and facility with the internet.
6. Knowledge of Wordpress, MailChimp and Salesforce.
7. Excellent writing and communication skills.
8. Experience with nonprofit organizations in the areas of immigration and knowledge of greater Boston community a plus.
9. High degree of personal and professional integrity.
10. Haitian Creole, Mandarin, Cantonese, Vietnamese or Portuguese proficient highly desired.

**Compensation commensurate with experience.**

**How to apply:** Please email one PDF of your resume and cover letter. Please provide contact information for three persons that we can contact as your references to [info@projectcitizenship.org](mailto:info@projectcitizenship.org).