



Project Citizenship
AMERICORPS NEW AMERICAN INTEGRATION PROGRAM

The **NEW AMERICAN INTEGRATION PROGRAM (NAIP)** is an AmeriCorps program administered by the MIRA Coalition, in partnership with English for New Bostonians. Up to 30 NAIP members will be placed at various community-based organizations across Massachusetts to address barriers to economic empowerment among immigrants and refugees by focusing their service on job readiness training (including ESOL instruction) and/or citizenship services (including application assistance and civics instruction). Additional add-on services include volunteer coordinator and community service support.

ABOUT Project Citizenship: Project Citizenship is a nonprofit agency that works collaboratively with community-based partners to help eligible, legal permanent residents overcome barriers to becoming a U.S. citizen. Project Citizenship offers FREE workshops providing eligibility screening, application assistance, legal referrals and all materials needed to apply for U.S. citizenship. In addition, Project Citizenship partner agencies provide a range of support services, including civics instruction, application assistance, and ESOL classes.

SERVICE POSITION TITLE: Citizenship Fellow

SERVICE DESCRIPTION: The Fellow will support the Program Coordinators with running the day to day operations of the office, organizing citizenship workshops, and engaging the eligible immigrant population through citizenship outreach. This includes screening and scheduling clients for appointments, assisting with legal follow up, supporting the client through their citizenship oath. Responsibilities also include volunteer management, immigrant outreach, marking and communications, and interpretation.

SERVICE LOCATION: Boston, and all over Mass

SERVICE SCHEDULE: Monday thru Friday 9-5pm, with occasional Saturdays Members commit to full-time service from March 6, 2019 through Aug 30, 2019.

ESSENTIAL RESPONSIBILITIES:

- **Day to Day Support** - Answering phones, handling mail
- **Communications** - Daily monitoring of social media (Facebook, Twitter, Instagram), Newsletter, Assist with website updates
- **Workshop Support** - Assist with event planning and provide support during PC events, assist with data tracking and reporting, screen applicants for eligibility, perform other duties as assigned
- **Community Outreach Support** - Reach out to immigrant communities to spread the word about PC services; build strong networks with community organizations that are currently providing and/or have interest in citizenship; recruit qualified volunteers to assist with citizenship workshops; attend partner organized citizenship events for support and observations; assist in building of Library Corners project; Staff satellite offices in other cities, as necessary; Consulate Outreach; Faith based outreach
- **Applicant Support/Other** - Take in-office appointments as needed; assist with case follow up; provide customer service to applicants who need assistance with their case; assist in growth of Project Citizenship services that may include but is not limited to: ESOL/Civics classes; Interview preparation classes; Community information meetings; Development of external marketing campaigns (success stories, etc)
- Travel at least once/month for NAIP member meetings;
- Make a full-time, 6-month commitment



MARGINAL RESPONSIBILITIES:

- Contribute to a final group project with your fellow NAIP AmeriCorps members to benefit the larger immigrant and refugee community of Massachusetts

QUALIFICATIONS

- Bilingual in Spanish, Haitian Creole, Portuguese, Mandarin, Cantonese, Arabic
- Detail-oriented, responsible, energetic, self-directed
- Excellent organizational skills; ability to plan workflows, handle multiple tasks simultaneously, problem solve, and meet deadlines
- Strong computer skills (MS Word, Excel, PowerPoint, Publisher) and facility with the Internet; Knowledge of Wordpress a plus
- Strong writing and communication skills
- Experience with nonprofit organizations in the areas of immigration and knowledge of Greater Boston community a plus; High degree of personal and professional integrity
- Interest in and commitment to national and community service
- Experience working with diverse populations
- High school diploma or GED equivalent
- 17 years of age or older
- Must be a US Citizen, US National or Legal Permanent Resident
- Must be willing to undergo a National Service Criminal History Check, including screenings through the National Sex Offender Public Website, a name-based search of the statewide criminal history registry both in Massachusetts and your state of residence upon application to our program, and a fingerprint-based FBI check

BENEFITS

- Access to legal training and networks and an opportunity to work with a cohort of AmeriCorps volunteers at your host site
- A Living Allowance of approximately \$572 every two weeks, before taxes
- Loan forbearance and a Segal Education Award of \$2,960 upon completion of service
- Health Coverage
- Child Care Assistance
- Expert training in Teaching ESOL, Citizenship Assistance, and Job Readiness Instruction

NAIP NOTICE OF NON-DISCRIMINATION

NAIP does not discriminate on the basis of race, creed, color, national origin, ability, gender, secular preference, sexual orientation, marital status, age, political affiliation or religion, in accordance with the non-discrimination requirements of applicable statutes. NAIP is committed to supporting individuals with disabilities to serve as AmeriCorps members.

HOW TO APPLY

Submit your online application and resume here: <https://miracoalition.kindful.com/register/serve-naip>

NAIP will review member applications on a rolling basis until all positions are filled. For priority consideration, we encourage you to submit your application before January 31, 2019.

Please note that if not selected for this position, you may still be considered for placements at other host sites.

For any questions regarding NAIP AmeriCorps, please e-mail: naip@miracoalition.org

