



## 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 Focus:** Citizenship Education and Citizenship Assistance; Volunteer Recruitment and Management

**Service Role Summary:** The Service member 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, MA

**Service Schedule:** Monday thru Friday 9-5pm, with occasional Saturdays. Members commit to full-time service from September 4, 2019 through July 31, 2020.

### Essential Responsibilities:

- Day to Day client support
- Communications
- Workshop Support
- Community Outreach
- Travel at least once/month for NAIP member meetings;
- Make a full-time, 11-month commitment

### Marginal Responsibilities:

- Legal team support
- Interpretation



## Qualifications:

- High proficiency or fluency in any of the following languages: Spanish, Haitian Creole, Portuguese, Mandarin, Cantonese, Vietnamese, Khmer, 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
- Excellent organizational and communication skills
- 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

- Legal trainings, networking opportunities within their chosen career path, mentorship and support when applying to new jobs/schools.
- A Living Allowance (approximately \$583 every two weeks, before taxes)
- Loan forbearance and a Segal Education Award of \$6,095 upon completion of service
- Health Coverage
- Child Care Assistance
- Expert training in Teaching ESOL (including an opportunity to acquire a TESOL Certificate), 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 resume and application online here: <http://bit.ly/applyNAIP>. Please note that if not selected for this position, you may still be considered for placements at other host sites.

Applications will be accepted on a rolling basis until all positions are filled.

