



Project Citizenship

Position: Associate Director
Location: Boston, MA (hybrid)
Salary: \$90,000 – \$105,000, commensurate with experience

Are you passionate about positively impacting the lives of immigrants in Boston and beyond? [Project Citizenship](#) is seeking a dedicated Associate Director to join our dynamic team. As Associate Director, you will lead a core team of staff members and active volunteers, all committed to increasing naturalization rates and empowering immigrant communities.

Reporting directly to the Executive Director and serving on the organization's Leadership Team, this full-time, exempt position offers a chance to make a meaningful difference. As the Associate Director, you will lead our efforts to build strategic relationships with local partners and support residents in underserved immigrant communities to apply for U.S. citizenship. You will manage a dedicated team to plan and organize citizenship workshops, conduct community outreach, collaborate with local partners, recruit and train volunteers, and provide essential client services.

In addition to driving our community-focused initiatives, you will play a key role in ensuring the organization and its staff operate in an effective, efficient, and equitable way. As a thought partner to the Executive Director, you will contribute to the overall strategic direction of Project Citizenship and liaise with the Board of Directors.

Are you ready to take on a challenging and rewarding role that allows you to make a difference in the lives of others and contributes to the growth and success of Project Citizenship? If so, we invite you to apply for the Associate Director position today!

About Us

Project Citizenship is a nonprofit organization seeking to increase the naturalization rate in New England, focusing on the most vulnerable and disadvantaged populations. We offer eligibility screening, application assistance, legal referrals, free workshops, and all materials needed to apply for U.S. citizenship, leveraging our impact with the support of hundreds of volunteers and community partners. Project Citizenship envisions a society where all immigrants have the opportunity to participate in American democracy and thrive in their communities fully.

Key Responsibilities Include:

- Manage a dedicated team of staff and volunteers, fostering a collaborative work culture so that everyone feels welcome, supported, and encouraged to reach their full potential.
- Oversee program operations, ensuring high-quality service delivery and adherence to organizational goals and objectives.

- Develop and maintain strong relationships with community partners and other stakeholders to advance the mission and visibility of Project Citizenship.
- Together with the program and legal teams, organize case management system, follow-up protocol, and standard operating procedures.
- Provide guidance and strategic direction to the organization, working closely with the Executive Director, Development Director, and Board of Directors to drive program growth and impact.
- Ensure accurate financial records and budgets; participate in financial planning and decisions.

Qualifications:

- Bachelor's Degree or equivalent experience.
- 5+ years of management experience in the nonprofit sector or related field.
- Proven track record in managing people, operations management, and organizational leadership.
- Professional or personal experience in immigrant-rich communities; understanding of immigration issues and/or citizenship services a plus.
- Excellent communication, interpersonal, and relationship-building skills across diverse communities.
- Commitment to diversity, equity, and inclusion.
- Knowledge of Salesforce (or similar database) and Excel essential; Quickbooks (or similar accounting software) a plus.
- Fluency in multiple languages a plus.

What We Offer

We offer a hybrid working environment that balances flexibility with a strong commitment to collaboration, development, and apprenticeship. Occasional evenings and weekends are required. We are also proud to provide our team:

- A rewarding and impactful role in a mission-driven organization.
- A competitive salary and benefits package, including 4 weeks of paid vacation, 11 paid holidays, 5 days of paid wellness leave, health and dental insurance (80% paid by employer), and a retirement plan.
- A flexible work environment with opportunities for professional development and growth.
- The chance to work alongside a dedicated, passionate team committed to making a difference.

If you are ready to take on a leadership role that genuinely matters and contributes to the strength of our democracy, we encourage you to apply. Help empower individuals and families to build better lives and create a more inclusive society. Together, we can make a difference!

To Apply: Project Citizenship is an equal-opportunity employer and celebrates diversity. We welcome all qualified candidates to apply and know that many people (especially people of color, women, LGBTQ+, and people with disabilities) are less likely to apply if they do not check off all the boxes. If you think you're a good fit for this role, we encourage you to apply even if you do not meet all our desired expectations.

Please submit your resume and cover letter to careers@projectcitizenship.org by **Friday, May 31, 2024**. Applications will be reviewed on a rolling basis, so we encourage you to apply early. Start date is as soon as possible. We look forward to hearing from you!