



Bilingual Spanish Immigration and Outreach Coordinator
Job Description

HANA Center (HANA) is a Chicago-area non-profit organization working to meet the critical needs of Korean, Asian American, and multiethnic immigrant communities and build power toward systemic change. HANA Center has offices in Chicago and Prospect Heights, Illinois.

HANA's Immigration & Legal Services assists more than 1,000 immigrant community members each year with legal screenings, immigration status changes, legal representation for immigration relief, and pro bono legal consultations in a variety of areas. In addition, HANA disseminates information about Know Your Rights and legal services to over 6,000 community members each year through its Community Navigator programs.

HANA's Immigration and Outreach Coordinator supports its legal services team in conducting screenings and preparing immigration applications. The Coordinator also provides outreach to community members and supports them to access services and Know Your Rights training.

Major Responsibilities:

- Performs intake and coordinates needed documents for community members applying for immigration relief or immigration programs
- Completes immigration applications under the supervision of legal staff
- Facilitates prompt, accurate communication between clients and the attorney regarding all aspects of their cases
- Supports Super Community Navigator to identify immigrants who need immigration legal services or other supportive social services
- Attends weekly status check meetings with Community Navigators and supports their community outreach efforts
- Bridges and coordinates referrals for community members for free legal services, maintaining and cultivating collaboration with partner organizations
- Conducts outreach by facilitating regular public presentations, coordinating related traditional and online marketing communications
- Participates in trainings related program activities
- Attends relevant meetings from team meetings to organizing team meetings
- Provides timely information as requested for grant reporting and communications
- Other duties as assigned

Key Qualifications:

- Demonstrated to commitment immigrant rights and social, racial, and economic justice
- Demonstrated ability to build relationships and work effectively with people of diverse social, faith, economic, and racial / ethnic backgrounds
- Experience supporting low-income, recently immigrated community members

Main Office
4300 N. California Ave.
Chicago, IL 60618
773.583.5501

Northwest Center
664 N. Milwaukee Ave, #213
Prospect Heights, IL 60070
847.520.1999

Moogoong Terrace
4848 N. Kedzie Ave.
Chicago, IL 60625
773.478.0085

Koram Senior Housing
4444 N. Harding Ave.
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A local affiliate of the National Korean American Service and Education Consortium, Inc.
미주한인봉사교육단체협의회 가입단체 (NAKASEC)

www.hanacenter.org

- Excellent interpersonal, written, and oral communication skills
- Ability to work independently and collaboratively as a member of a team
- Ability to work well under pressure, multi-task, and meet established timelines and goals
- Excellent organization and analytical skills
- B.A. degree or equivalent life experience preferred
- Bilingual in Spanish and English languages required
- Willingness to have a flexible schedule, including occasional evenings and weekends as needed
- Valid driver's license, access to a car, and ability to travel between HANA's offices in Chicago and Prospect Heights

Reports To: Director of Citizenship, Immigration, Housing & Legal Services

Compensation: This is a temporary, full-time position until the end of June 2023, with an annual salary range of \$40,000-\$43,000. Benefits are not included.

Application: Applicants should submit a resume, cover letter, and list of three references to jobs@hanacenter.org with the subject "Immigration Coordinator."

*HANA Center is an Equal Opportunity Employer.
Women, people of color, and LGBTQ+ individuals are encouraged to apply.*