

KOREAN SPEAKING IMMIGRATION & 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 support 8,000 community members each year to access critical protections and build their legal capacity through completion of citizenship and DACA applications, participation in civic classes, pro bono legal consultation, Know Your Rights training, and legal representation for Adjustment of Status, VAWA, U-Visa, T-Visa, TPS, FOIA, consular processing, asylum, bond hearing, and removal defense cases.

HANA's Immigration & Outreach Coordinator conducts community outreach and Know Your Rights training and assists community members to access and apply for various forms of immigration relief.

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 legal staff regarding all aspects of their cases
- Outreach community people to identify immigrants who need immigration legal services or other supportive social services
- Conducts monthly status check meetings with Community Navigators team to support their community outreach efforts
- Bridges and coordinates referrals for community members for free legal services, maintaining and cultivating collaboration with partner organizations
- Assists with developing annual program plans with goals, objectives, outcome measures, and broad program budget guidelines
- Conducts outreach by facilitating regular public presentations, coordinating related traditional and online marketing communications
- Participates in trainings to stay up-to-date on changes in program related regulations or policies, and program evaluation activities
- Attends relevant meetings, including team meetings and organizing team meetings
- Provides timely information as requested for grant reporting and communications



- Demonstrated commitment to 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
- Willingness to receive training toward future BIA accreditation
- 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
- Excellent written and oral communication skills
- B.A. degree or equivalent life experience preferred
- Bilingual in the Korean and English languages an asset
- 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 Center Chicago locations and Northwest Center in Prospect Heights
- Covid vaccination and boosters (when eligible) required

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

Compensation: This is a full-time, exempt position with a salary range of \$40,000 - \$45,000. HANA Center offers a full benefits package that includes paid time off, health, dental, vision, short-term disability, long-term disability, life, and 401k.

Application: Applicants should submit a cover letter and resume to jobs@hanacenter.org with the subject line "Korean Immigration Coordinator."

HANA Center is an Equal Opportunity Employer.

Women, people of color, and LGBTQ+ individuals are encouraged to apply.