



Citizenship Coordinator Job Description

About Indo-American Center: The Indo-American Center (IAC) was established as a community based, 501(c)(3) non-profit organization in 1990 by a group of Indian immigrants seeking to respond to the needs of their fellow growing South Asian immigrant population. Located on Devon Ave, at the heart of “Little India” in the West Ridge neighborhood of Chicago, IAC is deeply rooted in the community it serves. IAC connects clients to resources and opportunities that improve their individual community and quality of life through direct service, outreach, education, access, and advocacy. IAC operates six core programs: public benefits connections, immigration legal services and citizenship, adult education and literacy, health literacy and education, a seniors’ program, and civic engagement and community organizing.

Our purpose is not to only prepare students for the path to citizenship. We aim to build civic and community engagement skills empowering students to be advocates for their community, i.e. become educated on nonpartisan community issues and vote.

Under the supervision of the Immigration **Department Manager**, the **Citizenship Coordinator** will be responsible for the following:

SUMMARY:

- Work to continuously improve curriculum, registration and intake, and internal referral processes.
- Ensure programmatic deliverables and grant compliance including maintaining database and monthly reporting.
- Coordinate and teach in-person citizenship classes or tutoring sessions for refugee and immigrant clients. Hybrid sessions as needed.
- Organize and implement classroom activities, curriculum tutoring sessions, based on client need and English proficiency level.
- Coordinate with the support of Dept Manager and Teachers - outreach and other cross-programming
- Maintain and lead the process for testing and placing prospective students in the level corresponding to their proficiency.
- Coordinate and lead training of volunteers as needed.
- Work with clients to prepare for the citizenship test through programmatic activities, including classes, 1:1, or small group tutoring and mock interviews.

STATUS: Nonexempt Regular Part Time – 28 hours a week.

Salary range: \$20-\$22/hour

RESPONSIBILITIES:

1. Provide 1:1 and small group tutoring sessions during IAC business hours to students virtually and in-person, based on clients needs. As well as alternating Friday and Saturday sessions. (Saturdays are 2x/month).
2. Ability to teach multi-level English language citizenship tutoring or lead classes as needed in an in-person learning setting, with potential for virtual tutoring when teachers call out.



3. Develop citizenship lessons with Teachers, which meet the language abilities of the clients and which prepare them for the citizenship process using prescribed curriculum and support materials.
4. Test prospective students for English language proficiency (pre-test and post-test). Includes maintenance and facilitation of referrals to and from, ESL, SOS Program or Adult Literacy Program as needed.
5. Work with Department Manager, and as needed with the other programs in the department, to develop civics field experiences
6. Register new clients, including obtaining required documents, completing intake forms, and updating internal records (i.e. spreadsheets) and procedures as needed.
7. Follow up with clients and assist them with preparing for the citizenship test, including mock interviews.
8. Maintain participant and project data, document student progress and outcomes in conjunction with Teachers.
9. Upload reports in a timely manner such as entering data into and update online database Apricot and Salesforce.
10. Cooperate with the Department Manager in cross program collaboration, by training and overseeing volunteers in program delivery.
11. Work with program staff to evaluate programs, identify needs, and implement new services.
12. Attend program and staff meetings and training.
13. Lead recruitment of class participants and outreach development, as needed.
14. Other related duties as assigned by the Department Manager.

QUALIFICATIONS:

- Excellent spoken and written English language skills.
- Fluency in any second language such as Hindi, Urdu, Gujarati, Punjabi, Bengali/Bangla, Dari, Pashto, Rohingya, French or Arabic a plus
- At least one-year teaching experience, with teaching citizenship and/or ESL classes, preferably in a community-based setting a plus.
- Ability to develop lesson plans that responds to clients' needs, empowers participants, and fulfills specific grant requirements.
- Computer skills including database, spreadsheet, word processing and email.
- Commitment to refugee and immigrant advocacy.
- Willingness to work flexible hours including evenings and weekends.
- Ability to work effectively with diverse program participants and staff.
- Respect for others' experiences, opinions, language, values, culture, and knowledge
- Ability to stay organized and prioritize a high volume workload; Proactive in Program Development.
- Demonstrated commitment to social justice and sensitivity to challenges of the immigrant community;
- Able to come into the office for in-person classes and activities. There are some remote hours, must be able to work from home via computer, phone etc.
- Bachelor's Degree or commensurate experience.



IAC is an equal opportunity employer. IAC offers competitive benefits including health, dental, and life insurance, flexible schedules, and generous PTO. Please forward resume to: Human Resources at jobs@indoamerican.org

Deadline for Submission: **August 31st, 2023**