



**Position:** Program Manager, Immigrant Justice Partnerships

**Supervisory Relationship:** Senior Director of Immigrant Justice Partnerships

**Organization General Description:**

The Resurrection Project (TRP) is a 501(c)(3) community-based organization. Founded by a coalition of Pilsen churches in 1990, TRP builds trusting relationships to educate and propel individuals, immigrants and families to achieve their social and economic aspiration, stable homes and equitable participation in their community. The organization primarily serves low and moderate-income families in Pilsen, Little Village, Back of the Yards, and Melrose Park.

**Department Description:**

The goal of TRP's Immigrant Justice Department is to provide opportunities for authentic local immigrant leadership, to offer holistic community-based immigration legal services, and to work in coalitions to expand access to legal representation.

**General Job Description:**

The Program Manager oversees a portion of TRP's grant programs that provide funding to community legal and immigrant justice organizations, serves as a trainer and curriculum developer, in addition to providing support to TRP's community organizing efforts. The goal of the TRP Immigrant Justice Partnerships program is to strengthen the existing infrastructure of community-based legal aid and immigrant rights organizations by providing the funding they need to hire and retain talented legal representatives and enhance capacity building and training opportunities.

**Primary Job Duties and Responsibilities:**

- Oversee assigned portfolio of subgrantee organizations to support them in meeting their goals and adhering to contract;
- Serve as trainer and curriculum developer for TRP's subgrantee partners and community navigators;
- Plan, manage, and coordinate training and technical assistance opportunities for partners via in-person trainings and convenings, webinars, conference calls, and other events;
- Develop materials for public use in response to immigration policy updates;
- Assist senior director in implementing and executing TRP's grant award process;
- Engage frequently in strategic thinking particularly as it relates to the development of community navigator and legal services program management, synthesizes trends, and provides recommendations as needed;
- Conduct site visits virtually or in-person at subgrantee program sites;
- Assist senior director in managing budget, evaluation methods, and reporting related to grants and ensuring compliance;
- Assist senior director in organizing grant recipients to quickly respond to changes in immigration policy and immigration enforcement including organizing rapid response teams and plans, press conferences, and meetings with elected officials;
- Train and coordinate partners in accompaniment campaigns for immigrants facing deportation;
- Actively participate in public education workshops regarding important immigration issues facing the community and lead on campaigns that advance immigrant rights;
- Maintain required job skills and core professional competencies;
- Attend and participate in required educational programs and staff meetings; and
- Perform other duties as assigned.

**Essential Qualifications and Skills:**

- Minimum of 3 years of experience working with immigration legal services or immigrant advocacy groups;
- Bilingual in English and Spanish preferred;
- Demonstrated leadership in the legal services sector or immigrant rights organizations;
- Demonstrated ability to work in partnership with residents, local leaders, and all nonprofits to strengthen and advance multiple aspects of legal services programs;
- Strong verbal and interpersonal communication skills, including the ability to listen well, convey thoughts clearly, speak in public, and work effectively as a member of a team;
- Excellent analytical, writing, and organization skills with the ability to work well under pressure, multi-task, and meet established timelines and goals;
- Demonstrated skills in facilitation, relationship building, and collaborative planning;
- Ability to communicate thoughts and ideas effectively and to effectively interpret general policy, criteria, and procedures for specific situations as it relates to immigration legal services and/or removal defense;
- Technical skills in Microsoft Office (Word, Excel, Power Point, Outlook) and proficiency with data systems and government grant reporting;
- Ability to deal effectively and professionally in stressful situation and with a high volume of public and professional inquiries while exhibiting sound judgment and using discretion; and
- Demonstrated ability to build relationships and work effectively with people of diverse social, faith, economic and racial/ethnic backgrounds.

**Salary Range:** \$55,000 - \$65,000

**Special Working Conditions and Demands:**

- Willingness to work flexible hours; some evenings and weekends required.
- Access to a car, valid driver's license and insurance, and ability to travel throughout the state.

**Position Classification:**

Full-Time, Exempt

**Statement of Equal Opportunity:**

The Resurrection Project is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, ancestry, age, marital status, sexual orientation (including gender identity), military status, disability, language (any language use not related to job duties), or any other status protected by applicable federal, state, or local law.

**Application Instructions:** Please send resume and cover letter by email

[trpjobs@resurrectionproject.org](mailto:trpjobs@resurrectionproject.org).