



THE RESURRECTION PROJECT

Position: Workshop Coordinator (contractual position through June 30, 2024)

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 Workshop Coordinator leads in the planning, coordination, and execution of application preparation workshops for recent arrivals.

Primary Job Duties and Responsibilities:

- Serve as lead in planning and executing mass application preparation workshops;
- Work with event space to finalize space plans including setup, audio/visual needs, and other logistics before, during, and after events;
- Recruit & train non-legal volunteers;
- Assist in material development for use before and during workshops;
- Coordinate with shelter staff and case managers to ensure applicants are informed and prepared to attend upcoming workshops;
- Provide day-of workshop support, including: volunteer training & oversight, supporting in workshop flow, and other roles as identified during workshop;
- 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 required;
- Excellent analytical, writing, and organization skills with the ability to work well under pressure, multi-task, and meet established timelines and goals;
- 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;
- 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.

Contractual Rate: \$25-\$35/hr

Special Working Conditions and Demands:

- Ability to work at workshop sites and travel between locations up to 5 days per week.
- 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.

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.