



**SERVICIOS PARA EL AVANCE DE LA MUJER**  
**SERVICES FOR THE ADVANCEMENT OF**  
**WOMEN**

110 N Ocean Avenue, Patchogue NY 11772

Phone: (631) 980-2555, [www.sepamujer.org](http://www.sepamujer.org)

**POSITION TITLE:**

Migrant Relocation Assistance Program (MRAP) Coordinator

**REPORTS TO:** Program Officer

**HOURS/WEEK:** 40 hrs (Full-Time)

**FLSA STATUS:** Exempt

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**Background:**

Since 1993, SEPA Mujer has provided safe spaces for empowerment, leadership development, civic engagement, and legal assistance. As the only Latina Rights Organization dedicated to social change, women's rights, and immigrant rights, we support our community through training, workshops, advocacy, and direct services.

**Job Summary:**

The MRAP Program Coordinator is responsible for overseeing and managing programs that support the relocation and integration of migrant families into Long Island. This role involves program development, stakeholder coordination, compliance monitoring, and direct assistance to ensure a smooth transition for families. The coordinator will work closely with government agencies, non-profits, and community groups to address housing, employment, legal, and financial needs.

Key responsibilities include:

- Developing and implementing program plans tailored to migrant families' needs.
- Coordinating with stakeholders, government agencies, and community organizations.
- Overseeing compliance and monitoring program effectiveness.
- Serving as the primary contact for NYC shelter programs and assigning cases to the Case Manager.

- Assisting families in securing safe, sanitary, and affordable housing, collaborating with landlords and social services.
- Providing financial education on tax responsibilities and rights.
- Supervise the MRAP team and the case managers.
- Collaborate with the administrator support team.
- Work closely with the legal team to ensure families receive the services that they need.
- Supporting clients with job interview preparation and workforce training.
- Conducting housing needs assessments every 90 days and tracking successful placements.
- Ensuring that outreach materials and resources are culturally and linguistically appropriate.
- Flexibility with schedule and reliable transportation
- Must have a vehicle to transport families as needed

This full-time role works closely with the Case Manager, MRAP Administrative Assistant, Director of Legal Services, Program Officer and CEO.

### **Qualifications:**

- Minimum 3 years of experience working with immigrant communities in social work, program development, advocacy and case management
- Volunteer coordination experience, including recruitment, training, and retention.
- Community development and outreach experience, particularly with underserved populations.
- Fluency in Spanish is required.
- Sensitivity, empathy, and cultural competency.
- Master's degree in a relevant field (social sciences, management, etc.).
- Strong organizational, communication, and leadership skills.
- Experience supervision staff
- Experience in program coordination, budgeting, financial management, and risk assessment.
- Ability to multitask, problem-solve, and adapt to changing circumstances.

### **Duties and Responsibilities:**

- **Program Management:** Develop, implement, and oversee program plans, timelines, and objectives.
- **Stakeholder Coordination:** Engage with government agencies, community partners, and service providers.
- **Budget Oversight:** Monitor and manage program expenses, working with the Fiscal Director.

- **Risk Management:** Identify and mitigate potential program risks.
- **Performance Monitoring:** Track key performance indicators (KPIs) and evaluate program outcomes.
- **Reporting & Documentation:** Maintain accurate program records and prepare reports.
- **Team Supervision:** Guide and support staff and volunteers to ensure effective service delivery.
- **Community Outreach:** Facilitate workshops, training, and awareness campaigns.
- **Continuous Improvement:** Identify opportunities to enhance program efficiency and impact.

### **Benefits & Perks:**

- Health, vision, and dental insurance (after three months).
- Flexible Spending Account (FSA).
- Retirement Plan.
- Paid time off: 10 PTO days, up to 5 sick days, and 11 holidays per year.
- Professional development opportunities.
- Summer schedule and holiday vacation (office closure from Dec. 25 – Jan. 1).

### **Salary & Location:**

- **Salary:** \$60,000 to \$70,000 (commensurate with experience).
- **Location:** Candidate must be able to commute to Patchogue, NY.

### **How to Apply:**

**Deadline:** February 28th, 2025

**To apply, send a cover letter and resume to:** [jobs@sepamujer.org](mailto:jobs@sepamujer.org)

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