



# SEPA Mujer

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

POSITION TITLE:	Welcoming Navigator Coordinator
REPORTS TO:	Senior Community Organizer
Hours/Week:	40 hrs (Full Time)
FLSA Definition:	Non-Exempt
Salary Range:	\$52,000 - \$55,000

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## Background:

Since 1993, SEPA Mujer has been dedicated to empowering women and immigrant communities through leadership development, civic engagement, and legal assistance. The Welcoming Navigator plays a crucial role in the integration and welcoming of recently arrived migrants to Suffolk County. This position involves grassroots outreach, case management, educational workshops, volunteer oversight, and collaboration with community organizations to foster empowerment and support within the immigrant community.

## Position Summary:

The Welcoming Navigator plays a key leadership role in the integration and welcoming of recently arrived migrants to Suffolk County. Among other tasks, the Welcoming Navigator identifies and fosters grassroots outreach; provides information and education to the community, provides case management services to better integrate the community; works closely with the legal team to provide law-related support to clients; recruits members into the organization; develops and facilitates Know Your Rights presentations in Spanish and English, oversees volunteers; and performs a variety of other tasks to build grassroots level empowerment to the immigrant community. The Welcoming Navigator reports directly to the Senior Community Organizer.

## Duties and Responsibilities:

- Conduct outreach to identify and build relationships with recently arrived immigrants, assessing their needs and challenges.
- Develop and facilitate workshops in Spanish and English to educate community members about their legal rights, available resources, and transition support.
- Actively engage in coalition-based efforts with other organizations to strengthen the immigrant support network.
- Conduct case management services and connect community members with appropriate services and resources based on individual needs.
- Support the legal department during legal clinics.
- Establish and maintain strong partnerships with non-profits, government agencies, and community stakeholders.
- Serve as an interpreter as needed, facilitating communication between community members and service providers.
- Design and create promotional materials for community events and workshops.
- Train and oversee volunteers to ensure effective community engagement.
- Understand and promote SEPA Mujer's membership, programs, and services within the community.
- Support the development and expansion of SEPA Mujer through active participation in growth initiatives.
- Provide excellent service and interactions with members, partners, and the public.
- Assist with press contacts, email blasts, social media updates, and other communication strategies.
- Prepare and submit regular reports on outreach efforts, workshop attendance, and case management services.

#### Qualifications:

- Bachelor's Degree or equivalent experience;
- Experience working with immigrant communities and a deep understanding of their unique challenges;
- Experience working on the grassroots level with a member-driven organization;
- Comfortable in public speaking;
- Self-motivated and dedicated, with a proven ability to work independently under pressure and overcome obstacles;

- Eager to learn alongside a dynamic and effective team (team-work oriented);
- Ability to work independently and collaboratively with multiple stakeholders and staff with various roles, responsibilities, and personalities;
- Excellent communication, organizational, and interpersonal skills;
- Valid Drivers' License and reliable car;
- Willing/able to travel throughout Long Island with experience working on Long Island;
- Must be comfortable driving passengers and/or driving community members in a personal vehicle from time to time;
- Maintain a positive attitude;
- Available to work evenings and weekends when needed;
- Computer skills, including word processing, databases, excel, and PowerPoint.
- Bilingual English-Spanish required;

#### Benefits and Perks:

Besides a competitive salary, we offer the following benefits:

- Health insurance coverage after three months of employment.
- Vision and Dental insurance coverage.
- Flexible Spending Account (FSA).
- Annual Paid time off and holidays: 10 PTO days, up to 5 additional days for sick time, and 11 holidays per year. Five additional PTO dates will be offered as a well-being / self-care package.
- Professional development opportunities.
- A dynamic and inclusive work environment.
- The summer schedule, including Fridays off, is evaluated annually by the Board of Directors and the Executive Director.
- Holiday Vacation: The office is closed from December 24<sup>th</sup> to January 1st.

How to Apply:

Interested candidates are invited to submit a resume and cover letter outlining their qualifications and relevant experience to [jobs@sepamujer.org](mailto:jobs@sepamujer.org). Please include "Welcoming Navigator Application" in the subject line.

SEPA Mujer is an equal-opportunity employer. We encourage applications from candidates of all backgrounds and experiences.

Application Deadline: October 20, 2024

Note: This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of qualifications, skills, duties, responsibilities, or expectations.