



SEPA Mujer

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

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| POSITION TITLE: | Welcoming Navigator Coordinator |
| REPORTS TO: | Senior Community Organizer |
| Hours/Week: | 40 hrs (Full Time) |
| FLSA Definition: | Non-Exempt |

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, immigrant rights and other issues by way of unique trainings, workshops, monthly meetings, presentations, tabling, press work and action oriented engagement.

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, education, and resources to the community; recruits members into the organization; develop and facilitate Know your Rights presentations, oversee volunteers; works in coalition building 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 grassroots outreach to better identify recently arrived immigrant community members and build relationships to assess their needs and challenges;
- Develop and conduct Know Your Rights workshops to educate community members on their legal rights, available resources, and information pertinent to their transition to Suffolk County;

- Actively participate in coalition-based work with other organizations to strengthen the support network for immigrants in the community;
- Provide referrals and connect community members with the appropriate resources and services based on their specific needs;
- Establish and maintain strong partnerships with other non-profit organizations, government agencies, and community stakeholders to enhance the support network;
- Serve as an interpreter as needed to facilitate communication between community members and service providers;
- Design and create promotional materials for community events, workshops, and programs;
- Train and oversee volunteers;
- Understand and promote SEPA Mujer membership, programs, and services within the community;
- Support the development and expansion of SEPA Mujer by actively engaging in organizational growth initiatives;
- Provide high-quality customer service, interactions, and responses to all members, partner organizations, vendors, visitors, callers, and any other individuals or organizations encountered in the role;
- Assist with communication efforts, including press contacts, email blasts, web posts, and social media updates to promote SEPA Mujer's initiatives;
- Prepare and submit regular reports detailing outreach efforts, workshop attendance, and community needs.

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 or campaign;
- 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;
- Meet deadlines established by supervisor;
- 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 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. (see handbook for details). Five additional PTO dates will be offered as a wellbeing / 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 24th 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. 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 19, 2023

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.