



<b>Title</b>	<b>Washington New Americans Program Associate</b>
<b>Employment Type</b>	Full-time
<b>Program Area</b>	Washington New Americans Program
<b>Reports To</b>	Washington New Americans Engagement and Advocacy Manager

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OneAmerica is a Seattle-based nonprofit whose mission is to advance the fundamental principles of democracy and justice at the local, state and national levels by building power within immigrant communities in collaboration with key allies. Founded in the wake of September 11, 2001, OneAmerica has grown to become a locally and nationally recognized leader in furthering immigrant, civil and human rights.

**Position summary:**

OneAmerica is seeking a self-motivated and highly organized associate to support the [Washington New Americans program](#), which is devoted to helping eligible legal permanent residents become U.S. citizens, voters and active members of our community. The successful candidate will be detail-oriented and passionate about the mission of the program. The position is based in our Seattle office, reports to the WNA Engagement and Advocacy Manager and will join a team of five program staff.

**PRIMARY RESPONSIBILITIES**

**Event Planning and Execution: Make behind-the-scenes logistical magic to ensure our statewide citizenship clinics run smoothly for applicants, volunteers and staff – 40%**

- Conduct outreach in various immigrant communities statewide to promote our naturalization legal services
- Work productively with partner and ally organization staff and others to execute collaborative clinics
- Schedule appointments with naturalization applicants for upcoming clinics
- Update and prep supplies for naturalization clinics
- Coordinate reservations of technology bank equipment, ensuring all technology is working and troubleshooting as needed
- Enter participant data after events into Excel and Salesforce, and proactively address errors as they come up

**Communication: People interested in applying for citizenship get accurate, prompt information – 20%**

- Return calls and texts on our statewide citizenship hotline, providing accurate citizenship information and referrals
- Update website promptly, troubleshooting with our webmaster proactively if issues come up
- Update multilingual promotional materials by established deadlines, using programs like InDesign

**Volunteer Management: Volunteers are knowledgeable, effective, and their time is meaningfully spent – 20%**

- Recruit and confirm volunteers for events, ensuring we have enough people for each role and that they receive required training
- Write monthly volunteer newsletter
- Arrange logistics of food and transportation for volunteers
- Manage volunteer recognition program

**Follow Up with Citizenship Applicants: Individuals who have attended our application assistance events receive adequate support throughout the 12-18-month application process – 20%**

- Call past applicants to follow up on their naturalization applications and provide additional resources and referrals if necessary
- Help new citizens register to vote and stay involved with OneAmerica's base groups
- Engage participants in local advocacy campaigns that directly impact them

**QUALIFICATIONS**

- Fluency in another language, and comfortable conversing in that language over the phone
- Meticulous attention to detail, accuracy and deadlines
- The ability to connect the “what” with the “why”: Understanding that the program’s success is grounded in a solid foundation of organizational systems and impeccable follow-through
- Willingness to take initiative and generate creative solutions to challenges
- Ability to work successfully both independently and collaboratively
- Proficiency in Microsoft Office suite, especially Excel and Word
- Passion for social justice and building power in immigrant communities
- Experience with immigrant communities preferred
- Must have access to a car and be willing to travel to accommodate community-based scheduling needs (i.e., meetings held in the evenings and on weekends at off-site locations around the state)

**COMPENSATION**

- Salary range: \$43,000 - \$46,000 DOE
- Comprehensive health, vision, dental, life, and short- and long-term disability, 403(b) plan

- Choice of ORCA pass or vehicle stipend, and cell phone stipend
- 5 weeks (200 hours) paid time off, accrued at 8.33 hours semi-monthly

**To apply, please send a resume and cover letter to [jobs@weareoneamerica.org](mailto:jobs@weareoneamerica.org) by Friday, February 1. Interviews will be conducted on a rolling basis. In your cover letter, please address how your personal and professional background informs your interest in working with OneAmerica.**

OneAmerica is an Equal Opportunity Employer and encourages women and people of color to apply.