

Citizenship Initiative for Vietnamese Immigrant Communities (CIVIC) Education Coordinator

BPSOS– Delaware Valley is the local affiliate of a national community-based organization serving primarily Vietnamese-American refugees and immigrants. Our mission is to empower, organize, and equip Vietnamese individuals and communities in their pursuit of liberty and dignity. Our Citizenship Initiative for Vietnamese Immigration Communities (CIVIC) will support eligible Vietnamese community members through the citizenship process so that they will receive the benefits of citizenship including increased access to educational and employment opportunities, ability to engage to a greater degree both politically and socially, will be less at risk for deportation, and will be able to petition for family members by becoming U.S. citizens.

We are seeking candidates for our CIVIC Education Coordinator. The Coordinator will work with national and local CIVIC team to coordinate citizenship and literacy workshops to Vietnamese seeking citizenship in the Delaware Valley area (with a focus on Philadelphia and South Jersey). The Coordinator will be expected to recruit, train, and manage volunteer teaching assistants and tutors to carry out citizenship preparation and ESL education at various locations in Philadelphia and South Jersey. In addition to educational services, the Coordinator will work with local staff team to provide individual service delivery including: tutoring, N-400 assistance, and referrals to immigrant integration partner services in the area.

Duties/Responsibilities:

Educational Services:

- Work with national team to identify evidenced-based citizenship preparation courses to implement locally in both Philadelphia and Pennsauken offices.
- Teach citizenship workshops based on above curriculum and oversee assistant volunteers.
- Develop and implement an evaluation system to monitor students who complete citizenship preparation classes and move on to be successful at gaining citizenship
- Coordinate basic English as a Second Language and basic computer literacy classes with network of volunteers already established in both offices
- Work with local team to assist LPRs in filling out the citizenship application

Community involvement/Leadership Development/Volunteer Management:

- Recruit, screen, and train volunteers to implement CIVIC curriculum in various worksites in Philadelphia and South Jersey
- Cultivate immigrant and new citizen leadership within local communities
- Produce handouts, brochures, and procedures manual for program activities

Information Gathering:

- Strengthen and develop organizational partnerships with existing community and faith-based organizations that serve refugee and immigrant communities in Philadelphia and South Jersey
- Conduct needs assessments, community education within Vietnamese refugee and immigrant communities
- Perform other duties as required to fulfill the mission of the organization.

Qualifications:

- Experience working with immigrant communities preferred
- Experience or training in teaching citizenship preparation classes in immigrant communities required
- College degree (or equivalent experience) plus one year in community or social services
- Excellent verbal and written English communication skills, as well as the ability to work productively with team members of diverse backgrounds
- Ability to manage and coordinate volunteers preferred
- Excellent organizational skills
- Ability to multi-task in a fast-paced, high-pressure environment
- Highly-developed interpersonal skills
- Computer literate, proficient in Word, Excel and Internet
- Vietnamese fluency preferred
- Access to transportation as position will require travel between two sites several times a week
- Ability to have flexible work schedule that includes nights and weekends as needed

Location: Philadelphia, PA and Pennsauken, NJ

Salary: Negotiable, depending on experience and qualifications, plus benefits.

To apply: Send cover letter, resume and list of three professional references to Human Resources: hr@bpsos.org

BPSOS is an equal opportunity employer.