

**Central American
Refugee Center**



CARECEN

The Central American Refugee Center (CARECEN-NY) is a non-profit serving the immigrant community on Long Island for more than three decades.

Job Description

The Central American Refugee Center (CARECEN-NY), based on Long Island, seeks to fill the Immigrant Community Navigator position as a member of our community programs team. The position is full-time, hourly (non-exempt), funded by the New York State Office for New Americans (ONA) through June 2023, and subject to renewal. Navigator programs aim to address inequities and ultimately improve the lives of low-income immigrants throughout New York State.

Role and Responsibilities

The ONA Immigrant Community Navigator (“Navigator”) will strive to improve Long Island immigrant community members’ connection to and utilization of quality beneficial programs and services throughout Nassau and Suffolk counties. Particularly, the ONA Navigator's work will focus on low-income community members who represent the most socioeconomically vulnerable in the target communities. The Navigator will accomplish this mission through the following responsibilities and expectations.

Primary Duties:

- Plan, organize, and effectively execute designated program activities (roundtables, workshops, trainings, impact days, and community conversations)
- Conduct outreach throughout Nassau and Suffolk counties pertaining to the needs of the Long Island immigrant community
- Create outreach materials, event flyers, and curriculum/discussion guides for ONA Navigator events
- Ensure that community language access needs are fulfilled for oral and written materials created and distributed through the ONA Navigator programs
- Nurture new relationships and strengthen current relationships with partner agencies and organizations throughout Nassau and Suffolk counties, including local and state government representatives, local libraries, school districts, social service providers, health providers, places of worship, nonprofit organizations, among others
- Some travel throughout Nassau and Suffolk counties to effectively facilitate and execute ONA Navigator program activities, including occasional travel to New York City for ONA Navigator related events, trainings, and professional development opportunities
- Track the progress of the ONA Navigator program and create quarterly, annual, and final programmatic reports
- Attend staff meetings and provide guidance and information on issues affecting the broader CARECEN communities

Requirements:

- Experience in community organizing, research, or education, particularly working with low-income communities
- History of and ability to develop effective collaborative relationships with nonprofit organizations, government agencies and officials, and other potential partners
- Knowledge of regional dynamics, including socioeconomic, sociopolitical, and direct services available through community-based organizations within the region
- Excellent organization, communication, and computer skills
- Familiarity or willingness to learn Canva and other design programs for outreach material and flyer design
- Ability to work within a team and display an interest in research
- Bachelor's degree (B.A. or B.S.)
- Oral and written fluency in Spanish and English

Ideal candidates will have a background in social sciences, demonstrate established ties to Long Island and its immigrant community, knowledge of the particular challenges the community faces, and past experience working collaboratively with other stakeholders.

Home Office: 91 North Franklin Street, Suite 208, Hempstead, NY 11550

Supervisor: Chief Operations Officer

Compensation: Up to \$45k + benefits (after 90 days), depending on experience and qualifications

To Apply: Send a detailed cover letter explaining why this job would be a great fit for you, resumé and three (3) references to becca@carecenny.org with "Immigrant Community Navigator Position" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

CARECEN is an equal opportunity employer and embraces diversity. Immigrants, women, persons of color, LGBTQ and others are encouraged to apply.