

Journey's End Refugee Services, Inc.
2495 Main Street
Suite 530
Buffalo, NY 14214

Position Title: ONA Immigrant Community Navigator
Supervisor: Deputy Director
Status: Full-time, professional \$35,000-\$37,000 annually

Organizational Description:

Journey's End Refugee Services, Inc. is an equal opportunity employer and seeks to employ the best-qualified personnel without regard to race, religion, color, national origin, citizenship, age, sex, sexual orientation, marital status, or any other reason prohibited by law.

Journey's End Refugee Services, Inc. is a refugee resettlement and immigration services provider for the Western New York Region. Journey's End works to assist newly arriving refugees to find gainful employment and avoid dependency on social services.

Job Description:

The ONA Immigrant Community Navigator will serve as the leader of the new Workforce Community Education, Community Navigator and Welcoming Communities grant-funded program. The primary goals of this new program and the ONA Immigrant Community Navigator are to:

- Connect immigrant communities to reliable information regarding workforce development opportunities and existing resources
- Host educational and outreach focused workshops and other events in collaboration with other partner organizations
- Initiate and promote collaboration and community organization between workforce development organizations, immigrant services organizations, and immigrant populations, by developing and leading a Workforce Development focused roundtable
- Foster a spirit of welcoming in our community towards immigrants through advocacy and education

Primary Responsibilities:

- Establish and lead an Immigration Integration Round Table program within the community, which focuses on at least one county within the region.
- Deliver a research report detailing important economic workforce issues facing immigrants in WNY.
- Work with ONA Opportunity Centers and other partners to develop and implement Workforce Development workshops, expos, etc. to meet the needs of the immigrant community.
- Coordinate with and support the ONA Press Office with advertising and other media related efforts.

- Recruit a significant number of community volunteers who will assist low-income immigrants in learning about existing services and gaining access to these services.
- Conduct community outreach impact days with volunteers.
- Track and create a calendar of local immigrant-related events on ONA website.
- Create up to four local tours for relevant stakeholders.
- Conduct Community Conversations about welcoming immigrants and raising awareness about the positive impact of immigrants.
- Conduct Community Navigator trainings for community leaders about immigrant integration issues and resources.

Qualifications:

- Demonstrated experience working with low-income communities.
- General understanding of the needs of low-income immigrants in the WNY region.
- Knowledge of the WNY region and its economy, as well as the services provided to low-income immigrants through community-based organizations and other entities.
- A history of developing effective collaborative relationships with community-based organizations, government agencies and officials, and other entities.
- Excellent written, oral and analytical skills.
- Self-starter who has the initiative to work independently when needed and collaboratively with the various stakeholders involved in this project
- Fluent in English and at least one other language largely represented by the local immigrant community is strongly preferred. (Spanish, Arabic, Nepali, Burmese, or Somali)

Journey's End is committed to the purpose of providing refugees with the resources and support they need to become successful, active, and contributing members of the Western New York community. The ideal candidate must be self-directed and able to work in a team environment.

Send resume, cover letter, and three references to: jobs@jersbuffalo.org

Please include job title in subject of email.

Please include phone and email contact in the cover letter.

*****Incomplete applications will not be considered.*****