

Orange County Communities Organized for Responsible Development

Job Opportunity: Program Coordinator for Citizenship Project

Orange County Communities Organized for Responsible Development (OCCORD) is a community based, non-profit organization that advances the rights and improves the lives of working families through organizing, research and advocacy. OCCORD is a leader in the emerging movement to reclaim Orange County, California, from the extreme laissez-faire economic policies and entrenched anti-immigrant sentiment that have long dominated our region. For our Immigrant and Workplace Rights Program, we are seeking a creative, committed individual with excellent administrative and/or paralegal skills plus an ability to coordinate a multifaceted set of program activities. As a small and growing organization, we provide significant opportunities for our staff to learn, grow, and take on new challenges, and we will also value a candidate's skills in other fields.

OCCORD's Immigrant and Workplace Rights Program is designed to train low wage workers and residents to understand their rights and become full participants in the democratic process. The program provides citizenship assistance and mobilizes workers and residents in support of public policies that improve their lives.

Position Description:

- Organize events such as the semi-annual OCCORD citizenship fair to assist immigrant workers in the preparation and filing of their citizenship applications.
- Teach citizenship classes.
- Provide one-on-one assistance to citizenship applicants preparing for their interview/exam.
- Conduct outreach to churches, schools, employers, unions, and neighborhood groups.
- Supervise interns and coordinate volunteers.

Qualifications:

- Strong commitment to social and economic justice and to the rights of immigrant workers.
- Demonstrated knowledge of immigration law and the citizenship process – legal or paralegal experience a plus.
- Experience working with immigrant communities as well as institutions and organizations that serve those communities.
- Bilingual in English and Spanish with good written and oral communication skills.
- Excellent personal organization, time management, and interpersonal communication skills.
- Accountability to goals and willingness to learn new techniques, ideas, and skills.
- Ability to take initiative and to work well in a team.

Terms of Employment: This is a full time, exempt position funded through September 30, 2010. Salary negotiable based on experience. Full family health benefits (medical, dental, and vision). The position requires use of an automobile and may require long and/or irregular hours of work, including evenings and weekends as needed.

Application Process: Send cover letter and resume to Eric Altman, Executive Director:

- Mail: OCCORD, 13252 Garden Grove Blvd., Suite 204, Garden Grove, CA 92843
- Email: info[at]occord.org
- Fax: 714-621-0513
- Please do not contact us by phone.
- Persons who do not meet minimum requirements will not receive a response.

Deadline: Our goal is to fill this position as quickly as possible. We may not be able to consider applications received after April 12, 2010.

WOMEN AND PEOPLE OF COLOR ESPECIALLY ENCOURAGED TO APPLY.