



Michigan Immigrant Rights Center
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Position Announcement – Communities Coordinator

The Michigan Immigrant Rights Center (MIRC) is seeking a Communities Coordinator. This is a full-time position based in MIRC's Kalamazoo office. This is a grant-funded position expected to last one year, with the possibility of extension dependent on funding.

The Communities Coordinator focuses on implementing MIRC's Welcoming Michigan initiative in the Kalamazoo area (for more information visit WelcomingMichigan.org). Responsibilities include coordinating educational and community-building activities in partnership with local governments and community organizations; facilitating local committees of volunteers to implement Welcoming Michigan's goals and activities; conducting outreach and developing relationships with community leaders. This position may involve other work related to Welcoming Michigan as determined by MIRC supervisors.

MIRC is a legal resource center for Michigan's immigrant communities. MIRC works to build a thriving Michigan where immigrant communities are fully welcomed, integrated, and respected. Learn more at MichiganImmigrant.org.

RESPONSIBILITIES

- Implement local activities to promote awareness and integration
- Provide administrative support related to implementation of activities
- Recruit and coordinate local volunteers
- Conduct community outreach and maintain local relationships
- Assist with communications activities as needed
- Assist with advocacy activities as needed

QUALIFICATIONS

- Knowledge of and an affinity for issues relevant to immigrant and refugee populations
- Strong commitment to social justice
- Community organizing experience, or planning and executing events and projects
- Strong written and verbal communication skills
- Computer and administrative skills
- Foreign language skills preferred
- Ability to work occasional evenings and weekends
- Ability to travel in Kalamazoo area as needed (mileage reimbursed at the IRS rate)
- Bachelor's degree or equivalent relevant experience



Salary is from \$30,000 dependent on experience. The position includes a “cafeteria plan” fringe benefit package, which includes disability, dental, medical, and vision. Please apply by emailing cover letter and resume to the Managing Attorney at mirc@lsscm.org. Equal opportunity employer. Posted 7/1/16. Open until filled.