Position: Immigrant Advocacy Coordinator  
Supervisor: Community Outreach Manager  
Status: Full-time -Exempt

**JOB SUMMARY:**

The Immigrant Advocacy Coordinator will work closely with the Multicultural Advocacy team to advance TCHNetwork’s objectives around race and health equity in the region. Responsibilities include administration of our immigration legal services after becoming a Department of Justice Accredited Representative, representing TCHNetwork on statewide coalitions seeking to advance racial and health equity in Colorado, community education through trainings on diversity, equity & inclusion topics, and assisting Spanish-speaking clients with navigating the legal system.

**DUTIES AND RESPONSIBILITIES:** *May include the following, and other duties as assigned.*

1. Become an accredited representative to assist undocumented individuals in immigration proceedings by attending Department of Justice (DOJ) Recognition and Accreditation (R&A) training, receiving direct training with immigrant legal attorney(s), and passing any applicable exams.
2. Ensure TCHNetwork remains an accredited agency with the DOJ.
3. Maintain and update schedule of legal immigration services and fees.
4. Continually revise and improve existing legal immigration services workflows.
5. Proactively pursue free or low-cost educational opportunities to better support TCHNetwork clients and stay up to date on any and all changes that affect immigration legal services.
6. Help identify and maintain positive working relationships with immigration attorneys, their legal staff and other DOJ accredited representatives who are supporting our R&A efforts.
7. Develop and communicate the strategic vision and scope for immigrant equity work and cultivate inclusion practices.
8. Address population inclusivity and diversity when assisting in planning, implementing, adapting, and evaluating TCHNetwork programs and policies.
9. Develop and implement a framework and processes with community partners to address the social and economic factors that impact health.
10. Identify and provide technical assistance such as education, training, and facilitation for capacity building to advance health equity and to decrease institutional racism.
11. Research and deliver cultural competency education needed to support efforts.
12. Ensure participation in and support of policy efforts that focus on health disparities, health equity, and social justice.
13. Serve as the lead on the Colorado Trust Health Equity (HEQ) grant, as applicable, ensuring all grant deliverables are completed and submitted on time.
14. Assist in the identification of health and racial equity grant opportunities and support the writing of grant proposals.
15. Provide assistance to the Multicultural Advocacy team with translation and interpretation as needed. Act as back-up support in assisting Spanish-speaking community members with navigation, as applicable.
16. Other duties as required to ensure the success of the program and TCHNetwork.

**EDUCATIONAL AND EXPERIENCE REQUIREMENTS:**
1. A relevant four-year degree with emphasis in public health, social work, public policy, social justice, community engagement or another related field or 5 years of relevant experience
2. Two years direct experience in advocacy or community engagement
3. Strong knowledge of health equity and community engagement

**SKILLS AND QUALIFICATIONS REQUIRED:**
1. Fluency in Spanish and English languages, both oral and written
2. Passion for community engagement, health advocacy, and community education
3. Excellent verbal and culturally competent communication skills (in person, on the telephone, and through email correspondence).
4. Advanced interpersonal skills to direct and coordinate the activities of multiple external departments and to positively communicate and work with professionals at all levels
5. Strong public speaking skills
6. Demonstrated leadership skills and ability to facilitate meetings producing high quality results
7. Proficiency in using the internet with an aptitude for computers and various software including MS Word and MS Excel
8. Willingness to work flexible hours (some nights/weekends)

**PERSONAL ATTRIBUTES:**
1. Excellent organizational, leadership, and analytical skills
2. Team player
3. Excellent follow through
4. Ability to adapt to changes in the work environment and manage competing demands
5. A wide degree of creativity and leadership is expected
6. Demonstrated ability to engage diverse community stakeholders and facilitate progress
7. Experience in program development, implementation, design, management, or evaluation preferred
8. Ability to exercise forethought, to look ahead and anticipate events
9. Excellent critical thinking and consultative problem-solving skills

**PREFERRED QUALIFICATIONS:**
1. Resident of the community for at least the past 2 years
2. Experience in public health, governmental, or organizational practice where health equity initiatives were successfully implemented preferred
3. Experience working with disadvantaged/underserved and multicultural populations
4. Basic knowledge of strategic planning methods
5. Knowledge of public health theory, behavior change theory, public health population practice, social and economic determinants of health, social and economic justice theories, community development and engagement, and principals of health equity

**REQUIRED RESOURCES:**
Valid driver’s license with reliable transportation and car insurance, and the ability to travel up to 70 miles, even in inclement weather, to perform duties related to this position.