Position: Immigrant Affairs Advocate
Supervisor: Policy & Advocacy Manager
Status: Full-time – Hourly, Non-exempt

JOB SUMMARY:

Under the general direction of the Policy and Advocacy Manager, the Immigrant Affairs Advocate will work to advance TCHNetwork’s objectives around race and health equity. Responsibilities include coordinating and administrating our immigration legal services after becoming a Department of Justice Accredited Representative, representing TCHNetwork on statewide and federal coalitions seeking to advance immigrant health equity in Colorado, chairing the Collaborative Action for Immigrants group, providing 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 individuals in immigration proceedings by attending Department of Justice Recognition and Accreditation (R&A) training, CLINIC certified Comprehensive Overview of Immigration Law course, receiving hands-on training with immigrant legal attorney or accredited representative, and passing any applicable exams.
2. Ensure TCHNetwork remains an accredited agency with the Department of Justice and assist in annual report data collection for Department of Justice recognition requirements
3. Maintain and update schedule of legal immigration services, fees, and sliding scale fee policy
4. Continually revise and improve existing legal immigration service workflows and proactively create new workflows as needed
5. Proactively pursue educational opportunities to better support TCHNetwork clients and stay up to date on any and all changes that affect immigration legal services and ensure this information is shared with Policy & Advocacy Manager to help keep our organizational efforts informed
6. Help develop and maintain positive working relationships with immigration attorneys, their legal staff, and other DOJ accredited representatives supporting our R&A efforts
7. Assist in developing and communicating the strategic vision and scope for immigrant equity work and cultivation of inclusion practices
8. Address population inclusivity and diversity when assisting in planning, implementing, adapting, and evaluating TCHNetwork programs and policies
9. Identify and provide technical assistance such as education, training, and facilitation for capacity building programs to advance health equity and decrease institutional racism in the local community
10. Ensure participation in and support of policy efforts that focus on health disparities, health equity, and social justice for immigrants
11. Represent TCHNetwork in meetings, convenings, and feedback sessions including the Building & Bridging Power (BBP) Grant and provide support to ensure all grant deliverables are completed and submitted on time

12. Provide direct support in courthouse and legal system navigation to Latinx community members

13. Support Latinx clients with wage theft, public charge, workers comp case concerns, and similar plus any advocacy needs

14. Chair the San Miguel County Collaborative Action for Immigrants (CAFI)

15. Become trained in facilitating and assist in course work preparation for diversity, equity, and inclusion (DEI) educational presentations.

16. Assist in the identification of health and racial equity grant opportunities and support the writing of grant proposals

17. Support multicultural advocacy operations with Spanish translation and interpretation as necessary

18. 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

2. Fluency in Spanish and English languages, both oral and written

3. Two years direct experience in Latinx advocacy or community engagement

4. Proficiency in using the internet with an aptitude for computers and various software including MS Word and MS Excel

5. Excellent verbal and culturally sensitive communication skills (in person, on the telephone, and through email correspondence)

6. Strong knowledge of health equity and community engagement

**PREFERRED QUALIFICATIONS:**

- Resident of the community for at least the past 2 years
- Strong public speaking skills
- Demonstrated leadership skills and ability to facilitate meetings producing high quality results
- Experience in public health, governmental, or organizational practice where health equity initiatives were successfully implemented preferred
- Experience working with disadvantaged/underserved and multicultural populations

**SKILLS AND PERSONAL ATTRIBUTES:**

- Passion for community engagement, health advocacy, and community education
- Excellent organizational, leadership, and analytical skills with consistent follow through
- Strong interpersonal skills paired with effective written and verbal communication
- Ability to adapt to changes in the work environment and manage competing demands
- Demonstrated ability to engage diverse community stakeholders and facilitate social progress
• Experience in program development, implementation, design, management, or evaluation preferred
• Excellent critical thinking and consultative problem-solving skills
• Basic knowledge of strategic planning methods

Other
Requires regular local and regional travel. May require occasional state or national travel. Must have reliable transportation to travel as needed and be comfortable traveling in inclement weather. Valid driver's license and car insurance required. Ability to work a flexible schedule, including evenings and weekends, as applicable.

LOCATION:
San Miguel County – requires a minimum of 3 days in the Telluride office

COMPENSATION AND BENEFITS:
Hourly rate is $24.05 - $27.60 based on experience

TCHNetwork offers a competitive benefits package: 80 hours vacation, 80 hours paid holiday, and 48 hours PTO. We pay 100% of your employer-sponsored medical & dental insurance premium after 90 days, offer up to 3% match IRA with immediate vesting, flexible spending account, employee referral program, mental health wellness program, & continued professional development opportunities.