



# Florida Immigrant Coalition

## Job Opening: TPS Organizer

### Organizational Overview:

**The Florida Immigrant Coalition (FLIC)** is a non-profit organization whose mission is to amplify the power of immigrant communities to impact the root causes of inequality, defending and protecting basic human rights, including the right to live without fear.

### Job Description

The Florida New Americans (FNA) program is an initiative of the Florida Immigrant Coalition (FLIC), which provides limited legal assistance to immigrants since 2015. The Temporary Protected Status (TPS) Organizer will coordinate, oversee, and support the operation of successful TPS events, develop and maintain relationships that will lead to outreach and recruitment events in the **Haitian community of Miami-Dade County**. The ideal candidate **must speak Creole**. This is a **temporary** role until **September 2023**.

### Programmatic:

- Conduct outreach and recruitment of Haitians Nationals to community-based institutions identified by FLIC in partnership with to identify individuals eligible for TPS.
- Host information sessions
- Plan and coordinate TPS clinics from venue to facilitation with partners and volunteers
- Manage volunteers
- Process TPS applications when necessary
- Ensure follow-up services
- Services are expected to be in-person, with some hybrid capacities, until September 2023.

### Partnership Building and Volunteers Management:

- Serve as liaison between FLIC and its partners with weekly phone calls or face-to-face meetings as needed.
- Build relationships with, and develop awareness and commitment of community leaders and diverse stakeholders to support project efforts
- Engage the partners in info sessions and workshops/clinics
- Support volunteer's recruitment and training

### Program Reporting:

- Ensure tracking and monitoring of data
- Prepare and submit monthly or quarterly reports as indicated in the contracts

### Program Communications:

- Work closely with Communications to ensure:
  - Events flyers are created and scheduled in a timely manner for dissemination
  - Events are posted in the calendar (FLIC's; FNA website, social media )
  - Communicate, update and share TPS information to the social media area.
  - Provide contents information and feedback on marketing materials related to FNA



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### Supervision and Administrative tasks:

- Schedule and maintain bi-weekly team meeting
- Provide program updates during staff calls or face to face meetings
- Provide training of new program staff and volunteers as needed
- Participate in bi-weekly or monthly national partner organizations call and training
- Oversee the maintenance of TPS marketing and workshops/clinics materials
- Ensure management and safety of clients' files
- Supervise TPS navigators/volunteers
- Ability and flexibility to travel locally, statewide, and nationally

### Qualifications:

- A minimum of two years of professional experience in related fields or a college degree is required.
- Project management experience with demonstrated ability to solve problems, meet tight deadlines, manage resources effectively, work in teams and with people of diverse backgrounds
- Attention to detail, strong writing ability, excellent interpersonal skills, and the ability to work at a fast pace while managing project requests are required.
- Passion for social, racial, gender, worker justice, and Florida politics is preferred.
- Proficiency in Microsoft Office and Google Docs required; Adobe Illustrator and Photoshop is a plus.
- Must have their vehicle and be willing to drive.
- Must work a flexible schedule, mainly weekends or evenings, and be able to travel locally
- Language proficiency in Haitian Creole is required.

### Salary

Range \$50,000

### Competitive Benefits:

- 100% Paid Benefits (Health, Vision, Dental, STD, LTD, Life Insurance)
- Parental Leave
- 14 Paid Holidays
- Flexible Work Schedule

**How to apply:** Send a resume, writing sample, and references to [hr@flic.org](mailto:hr@flic.org)

*Applications will be accepted until the position is filled. FLIC is an equal opportunity/affirmative action employer and encourages applications from all qualified people, including women, people of color, persons with disabilities, and LGBTQ individuals.*