The Rian Immigrant Center
Program Manager,
(Massachusetts Immigrant Collaborative)
July 8, 2020

The Massachusetts Immigrant Collaborative is an unincorporated collaboration of Massachusetts-based non-profit organizations that support Massachusetts immigrants who are experiencing health and economic challenges due to the COVID-19 pandemic with basic needs. The Rian Immigrant Center is the fiscal sponsor of the Collaborative.

Summary Responsibilities:

1. Coordinate and plan weekly meetings include the steering committee meetings, and MIC’s two working groups.
2. Drive the Massachusetts Immigrant Collaborative’s action plan.
3. Coordinate with funders in conjunction with the steering committee.
4. Be a facilitator and convener of MIC projects and conversations

Reports to: To Rian’s Executive Director in conjunction with the MIC Steering Committee

Job Description:

Under the direction of the Steering Committee of the Massachusetts Immigrant Collaborative, the Program Manager assists the Collaborative’s partner organizations to fulfill the vision and mission:

- Assists the MIC Steering Committee with logistical support for carrying forth the Collaborative’s priorities set forth by the partner organizations.
- Assists the Steering Committee to identify short and long-term goals and objectives for MIC.
- Works with the Fiscal Sponsor’s Director of Finance to ensure the funding is distributed to all the partners per Foundation agreements.
- Develops and maintains relationships and collaboration with MIC’s partner organizations and immigrant communities.
- Works with the Steering Committee to identify and address issues and priorities that need to be addressed by the Collaborative.
- Develops materials and implements strategies to promote MIC’s priorities in conjunction with our communications team.
- Facilitates collaborations across MIC partners and coordinates with advocacy organizations, consulates, service providers, and state and federal governmental offices to support the needs of the immigrant community
- Coordinates partner outreach, and training engagements.
● Coordinates meetings among MIC partners, the City, and other allies.
● Coordinates special projects as needed.
● Prepares a variety of reports as required.
● Responsible for various administrative responsibilities, including taking meeting minutes.
● Other assigned tasks as necessary.

Minimum Entrance Qualifications:

● At least three years of full time, or equivalent part-time, experience in developing and implementing outreach and training programs, in work which included group facilitation and organizing forums, conferences and events.
● Bachelor’s degree may be substituted for two years of the required experience.
● Strong interpersonal skills.
● Strong written and verbal skills.
● Ability to organize and promote cooperation and collaboration.
● Ability to take initiative and work independently and as part of a team; to coordinate outreach programs and trainings; and to establish and maintain effective working relationships with employees and groups within a diverse immigrant population.
● Culturally competent.
● Ability to exercise good judgment and focus on detail as required by the job.
● Knowledge of the diverse immigrant communities across Boston and Massachusetts
● Fluency in English and Spanish required (additional languages a plus).

The Rian Immigrant Center is committed to a policy of providing equal employment opportunities for all and does not discriminate on the basis of race, color, ethnic or national origin, creed or religion, gender, sexual orientation, marital status, age, veteran status, or physical or mental disability. We encourage applications from all those interested and qualified.

Status: Exempt employee position. Full time.

How to Apply: Please send a cover letter and resume to career@riancenter.org

The Rian Immigrant Center is committed to a policy of providing equal employment opportunities for all and does not discriminate on the basis of race, color, ethnic or national origin, creed or religion, gender identity, sexual orientation, marital status, age, veteran status, or physical or mental disability. We encourage applications from all those interested and qualified.

About The Rian Immigrant Center:

The Rian Immigrant Center provides a comprehensive, multi-service approach to supporting families from more than 126 countries. Rian provides the immigration legal, wellness and educational support immigrants need to gain stability, security, and build pathways to success. In addition to our services, rooted in the Irish tradition of welcoming others and social justice, we help newcomers find community, and stand up for immigration policies that are humane and just. We are proud to continue the tradition of welcoming immigrants to this country and working together to create a better future for all. The Rian Immigrant Center was founded in 1989 by a group of immigrants, and we have assisted over 40,000 immigrants make successful transitions to new beginnings in New England.

Working at Rian
Our staff of thirty, immigration attorneys, social workers, educators, youth workers and others bring enthusiasm and a commitment to our mission and the work at the Center. We work as one team. Our generous benefits package includes health benefits, 20 vacation days, 14 holidays, 5 sick days, a 403(b) plan, and occasional off-site community building time together.