



Creating pathways to new beginnings.



**Massachusetts  
Immigrant  
Collaborative**

**TEMPORARY EMPLOYMENT OPPORTUNITY  
(May – Oct 2021)  
Program Manager**

The Massachusetts Immigrant Collaborative is seeking a temporary program manager from May through October 2021 to help lead and coordinate our work with 15 partner organizations. The Collaborative was formed in April 2020 in response to the COVID-19 pandemic and its impact on immigrant families. The purpose of the collaborative is to address immigrant families' most urgent needs by providing direct financial relief and other resources. Joining forces has allowed MIC to serve more than 59,000 immigrants since April 2020 with emergency cash and food assistance, accessing vaccines, and other critical services.

**Summary Responsibilities:**

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

**Job Description:**

Under the direction of the Steering Committee of the Massachusetts Immigrant Collaborative assists MIC's 15 partner organizations to promote, and see that MIC's vision and mission is accomplished.

- 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 preferred (additional languages a plus).

**Status:** Exempt employee position. Temporary (May – Oct 2021). Full time. Reports to Rian's Executive Director in conjunction with the MIC Steering Committee

**How to Apply:** Please send a cover letter and resume as a PDF to [career@riancenter.org](mailto:career@riancenter.org) with MIC Program Manager as the subject line.

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 RIAN IMMIGRANT CENTER (FISCAL SPONSOR)**

Rian Immigrant Center offers a comprehensive, multi-service approach to supporting families from more than 126 countries. Rian provides the immigration legal, resource and support services, and educational support immigrants need to gain stability, security, and build pathways to success. Rian 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.

In addition to our services, rooted in the 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. Rian strives to intentionally create an environment for staff, individuals we serve and others, that fosters intercultural belonging, and is anti-racist and equitable. We are committed to valuing and promoting anti-racist ideas and policies.

**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 (accrued), 15 holidays, 5 sick days, a 403(b) plan, and occasional off-site community building time together.