IMMIGRANT AND REFUGEE COMMUNITY ORGANIZATION (IRCO)
JOB OPENING ANNOUNCEMENT

POSITION: greater Middle East Center Community Liaison
WAGE: $18 - $19 per hour
LOCATION: Open to any IRCO location
APPLY AT: www.irco.org
STATUS: On call/hourly without Benefits for external candidates. Up to 8 hours per week.
PROGRAM(S): Greater Middle East Center
OPENING DATE: August 6, 2020
CLOSING DATE: Open until filled
REQUIREMENTS: Strong interpersonal, organizational, leadership and communication skills. Ability to communicate professionally with people from many different backgrounds. Fluency in at least one major language from the Greater Middle East in addition to English.

GENERAL POSITION SUMMARY:
As IRCO works to establish a culturally specific service center for communities from the Greater Middle East (the Greater Middle East Center (GMEC)), the Community Liaison will build and maintain community support, help to organize internal activities, and foster dialogue between IRCO and the communities we serve. The Community Liaison will ensure that diverse community voices are heard, that community needs are understood, and that the community is updated about IRCO’s progress and any new services available. The Community Liaison is part of a small IRCO team coordinating GMEC activities, providing support and administrative leadership to the GMEC Advisory Council, and moving strategically toward the collective vision of establishing a physical Greater Middle East Center. The Community Liaison serves as a bridge between the community, the Advisory Council, other IRCO staff and IRCO management.

ESSENTIAL FUNCTIONS:
• Serve as the primary point of contact for IRCO’s GMEC, directing communication to the appropriate managers, staff and funders
• Develop and maintain community contacts with diverse community leaders
• Work creatively to create a bridge between community resources and community needs, in partnership with IRCO’s development team and managers
• Coordinate Advisory Council meetings and support facilitation of the meetings
• Outreach to other community-based organizations to build support for GMEC, coordinate activities and avoid duplication of services
• Conduct client-facing activities according to approved workplan
• Direct clients and community members to appropriate IRCO staff for support, or respond to questions directly when appropriate
• Prepare internal reports of community engagement efforts
• Assist in developing culturally specific external communication materials and reports
• Maintain a record of community needs and communicate them to management in a timely fashion; support the development of new proposals and services to ensure they are responsive to community needs
• Support outreach efforts to recruit new Advisory Council members
• Ensure that IRCO policies and procedures are followed in all activities they work on

SECONDARY FUNCTIONS:
• Conduct community engagement activities to bring together community members and to seek input on new services and needs

JOB SPECIFIC QUALIFICATIONS:
• Strong interpersonal, organizational, leadership and communication skills. Ability to communicate professionally by email, phone, and in-person contact with people from many different backgrounds
• Must demonstrate initiative, creativity and flexibility, while also ensuring an excellent level of communication and adherence to IRCO policies and procedures
• Strong local network within diverse Greater Middle East communities
• Experience working directly with families from the Greater Middle East communities
• Skilled in working with diverse communities and groups and resolving conflicts when they occur
• Excellent time management skills
• Resourceful and skilled at gathering information
• Knowledge of social service landscape and understanding of the unique challenges and opportunities facing communities from the Greater Middle East in the Tri-County area
• Strong interest in supporting the communities from the Greater Middle East, and enthusiasm for the vision of an IRCO Greater Middle East Center
• Preferred: Valid driver’s license and insurance; able to use personal vehicle during work hours

KNOWLEDGE:
Education: Associate's Degree (3)
Experience: 1-2 years of experience is required (3)
Licensure, Certification: N/A
Additional Language Required: Arabic, Farsi, Pashto, Urdu or another major language from the Greater Middle East
Computers: All positions at IRCO require use of a computer and experience working with Microsoft Products including but not limited to Microsoft 365, Excel, Word, Outlook and PowerPoint.
SKILLS:
Communication:
Frequent communication inside and outside the organization to communicate organizational direction (7)
Creativity:
Regular need for the development of new processes and procedures or the redesign of interrelated processes and procedures is needed (4)
EFFECT:
Mental:
There is regular variation in tasks and the job holder must decide which tasks to complete as well as the order in which tasks are completed (3)
Physical:
Positions at this level require minimal physical effort such as light lifting, carrying or movement, etc. Physical capability involves use of office or equipment where some agility and hand eye coordination is needed (2)
RESPONSIBILITY:
Impact and Influence:
Positions at this level have a regular need or ability to analyze problem or concepts or make decisions on the information. Have distinct impact on and influence on organization operations, program outcomes, revenue, expense or budgetary outcomes (4)
Work Independence:
Positions at this level are expected to handle regularly assigned work which includes making decisions and taking action under limited supervision. New or unusual work is performed with a moderate degree of supervision, assistance, and review. (3)
Planning:
Positions at this level must consider own work and work of others. Planning processes will include determination of issues or obstacles and preferred courses of action. Ability to forecast for the near future (six to twelve months) is required (3)
Supervision:
Positions at this level are not responsible for any supervisory functions or responsibilities, but may occasionally be asked to orient and/or train new employees or volunteers. (1)
WORKING CONDITIONS:
Environment:
There is a moderately low level of personal risk encountered. Job conditions are occasionally uncomfortable relative to noise, temperature, inside/outside work, dirty conditions, or interactions with angry or hostile people (3)
Schedule:
The work schedule occasionally fluctuates based on organization or customer needs. This fluctuation may occur with or without prior notice. (3)
HOW TO APPLY:
Applications are accessible on the IRCO website, www.irco.org or IRCO’s main office, 10301 NE Glisan, Portland, OR 97220, 503-234-1541. Attach resume and cover letter to IRCO application form. This position requires the completion of an IRCO application. Materials submitted without a completed application are considered incomplete and will not be considered. Due to the high volume of applications received, we will not be able to contact each applicant or return calls regarding the status of your application.

ABOUT IRCO:
The Immigrant and Refugee Community Organization (IRCO) is a non-profit organization established in 1976 to serve immigrants, refugees, and the broader community in Portland, Oregon. Our mission is to promote the integration of refugees, immigrants, and the community at large into a self-sufficient, healthy, and inclusive multiethnic society. Find out more at www.irco.org.

IRCO IS AN EQUAL OPPORTUNITY EMPLOYER