IMMIGRANT AND REFUGEE COMMUNITY ORGANIZATION (IRCO)  
JOB OPENING ANNOUNCEMENT

POSITION: Safety Net Service Navigator and Community Educator  
WAGE: $38,000 - $40,000  
LOCATION: Asian Family Center - 8040 NE Sandy Blvd. Portland, OR 97213  
APPLY AT: www.irco.org  
STATUS: Full Time with Benefits  
PROGRAM(S): Safety Net Services – Housing Stability Program  
REPORTS TO: Housing Stability Program Coordinator and Director of PIAFC  
OPENING DATE: September 8, 2020  
CLOSING DATE: Open until filled  
REQUIREMENTS: Fluent in an African, Asian, Pacific Islander or Slavic language required.

GENERAL POSITION SUMMARY:
The Safety Net Service Navigator and Community Educator will support immigrant and refugee community members in navigating Safety Net social services by providing information, referral, and some intake. Safety Net services include but is not limited to housing, energy, transportation, and food security benefits. The navigator will also assist community members with short term rental assistance and other assistance when funding is available.

The Safety Net Service Navigator and Community Educator will also lead projects related to tenant and landlord rights and responsibilities. This position is responsible for gaining expertise in housing policies, developing curriculum, leading trainings with staff and community leaders, coaching, and support around housing issues and law to members of the immigrant and refugee communities. This educator will organize leaders, recruit participants, run workshops, provide coaching, and develop a practical expertise in housing issues and law.

ESSENTIAL FUNCTIONS:
• Provide service navigation, information, referral, and intake services to community members needing to access safety net services
• Organize and conduct trainings and coaching community trainings on state and local landlord-tenant law
• Recruit community leaders and members to engage in training, coaching, and support activities. Develop and project public outreach tools and methods effective with immigrant and refugee populations
• Collect and securely handle confidential client data; enter client information in funder and agency information systems. Maintain records of participant attendance, learning needs, and achievement
• Collaborate with other internal partners to identify clients to refer for additional support with housing-related legal issues and social services support
• Collaborate with representatives of external partners to coordinate training schedules, materials, and approaches. Participate in and/or lead development of training materials and
content
• Prepare reports on the success, challenges, and efficacy of trainings

SECONDARY FUNCTIONS:
• Representing the program and IRCO to external partners, including funders and other community organizations
• Providing communications through community updates, meetings, and media updates to community members
• Participating substantially in regular IRCO internal meetings such as IRCO general management meeting, coordinators meeting, department meetings and others to address issues of program development, program alignment and resource development

JOB SPECIFIC QUALIFICATIONS:
• Passionate about IRCO’s mission and strategy to promote the integration of refugees, immigrants, and the community at large into a self-sufficient, healthy, and inclusive multiethnic society
• Is part of, has lived experience and/or is connected to the immigrant and refugee communities in Oregon and/or SW Washington
• Minimum Bachelor’s degree or equivalent combination of education and experience in related field preferred
• Minimum of 3 years of experience in non-profit social services or educational setting with an additional 1 year or more of professional experience in housing, civic engagement and community organizing strongly preferred
• Experiences working with communities and clients in crisis situation using a trauma informed and equity lens
• Strong public speaking and interpersonal skills, with the ability to conduct workshops and meetings
• Demonstrated knowledge of and/or interest in housing issues or landlord-tenant law, especially as they affect members of the immigrant and refugee communities
• Demonstrated understanding in social and racial justice advocacy and interest in expanded learning in this area
• Display strong networking and relationship-building skills
• Ability to be flexible to perform variety of tasks and activities
• Ability to work in a team environment and independently
• Basic computer skills. Detail oriented
• Available to work occasional evenings and weekends

KNOWLEDGE:
Education: Bachelor's Degree (4)
Experience: 3-4 years of experience is required (4)
Additional Language Required: Fluent in an African, Asian, Pacific Islander or Slavic language required.
**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:**
Regular communication inside the organization to exchange ideas and gather information (4)

**Creativity:**
Regular need for the development of new processes and procedures or the redesign of interrelated processes and procedures is needed (4)

**EFFORT:**

**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 some need or ability to analyze problem or concepts or make decisions on the information. Positions at this level have some impact to and influence on organization operations, programs, expense or budgetary outcomes. (3)

**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 (Lead) level are responsible for daily work provided to staff/volunteers in similar job functions at comparable or subordinate levels. Positions are not responsible for hiring, firing, disciplinary actions, etc. (2)

**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, or interactions with people experiencing crisis (3)

**Schedule:**
The work schedule is mostly stable and does not fluctuate without prior notice. (2)
HOW TO APPLY:
Applications are accessible on the IRCO website, www.irco.org. 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