

## **Office of Immigrant and Refugee Affairs (OIRA) Liaison**

### **City of Albuquerque**

#### **Position Description**

The Office of Equity and Inclusion is seeking an individual to coordinate efforts to: facilitate the successful integration of immigrants and refugees into Albuquerque's civic, economic, and cultural life; celebrate diverse cultures of immigrants and refugees and their contributions to Albuquerque; advocate on behalf of immigrants; and refugees and promote a citywide culture that understands and values the benefits that all members of our society receive when immigrants and refugee communities are successfully integrated into our civic, economic and cultural life. The Coordinator reports to the Director of the Office of Equity and Inclusion or their designee.

#### **Essential and Supplemental Functions:**

1. Provide effective leadership on issues impacting immigrants and refugees. Endeavor to ensure that policies and programs of the City address existing and emerging needs of immigrant and refugee communities and ensure the equitable inclusion of immigrants and refugees.
2. Consult with immigrant and refugee communities to identify their issues, needs, and challenges by hosting forums, town hall meetings, surveys and other community engagement strategies.
3. Oversee implementation of established policy and programmatic priorities and new initiatives.
4. Collaborate with various City departmental staff to increase awareness and utilization of programs and services among immigrant and refugee communities.
5. Use and promote the use of data and equity tools and principles to evaluate policies and practices to eliminate institutional barriers to equity and inclusion.
6. Oversee communications relating to OIRA, including but not limited to updating and maintaining media, newsletters, social media, and websites/webpages.
7. Articulate the vision, mission and activities of OIRA within City departments and to the community at large.
8. Serve as the City's representative to boards, commissions, and partner organizations engaged in issues pertaining to immigrant and refugee communities.
9. Assist in the recruitment of immigrants and refugees into the City of Albuquerque municipal workforce and as volunteers and assist in the training of city employees.
10. Attend required meetings with City administration and community organizations, service providers and members of the community to obtain input and share feedback

with immigrant and refugee communities (i.e. Serve as the City's representative to the OIRA Steering Committee).

11. Report to the Mayor and City Council on the City's efforts to advance the mission of the Office of Immigrant and Refugee Affairs.

### **Minimum Education and Experience Requirements**

**Associate's degree in liberal arts, general studies, communication, languages, or related fields; and**

**Two (2) years of experience in any combination of the following:**

- **Communications**
- **Community outreach**
- **Community organizing**
- **Community relations**
- **Policy advocacy**
- **Social service provision**
- **Case management**
- **Community health**

### **Preferred Knowledge**

- Bachelor's degree in University Studies, Communication, liberal arts, education, health, international studies, political science or related field.
- Knowledge of the history of immigration and refugee resettlement in Albuquerque and knowledge of current affairs related to immigration, refugees, asylum seekers in Albuquerque
- Working knowledge of policies and programs in Albuquerque relating to immigrant/refugees, newcomer integration and/or impact of policies on the lives of immigrants and refugees.
- Working knowledge of language access and principles of cultural competency and CLAS standards (Cultural and Linguistic Access to Services)
- Working knowledge of principles of inclusive community outreach and engagement
- Working knowledge of effective meetings and consensus-building across diverse populations
- Demonstrated knowledge of cross cultural communication principles
- Demonstrated knowledge of service and education providers in the community
- Social media platforms
- Principles and practice of project management

- Microsoft Office applications
- Pertinent Federal, State and local laws, codes, regulations and ordinance

### **Preferred Skills and Abilities**

An innovative and strategic thinker with deep knowledge of immigrant and refugee issues and a strong commitment to strengthening immigrant and refugee communities.

Ability to work across diverse communities and build strong partnerships, with experience in community organizing and working across public and private sectors.

Excellent communication, writing and public presentation skills

Bilingual skills preferred