



**Position:** Immigration Outreach & Education Coordinator

**Employment Type:** Full-Time

**Office Location:** Chicago (5008 N Kedzie Ave, Chicago) or Suburban (1166 S Elmhurst Rd, Mt Prospect) Office

**Key Functions:**

- Coordinate and implement an effective outreach, communication and policy advocacy strategies to promote Hanul's immigration program.
- Coordinate and implement quarterly citizenship classes to help prepare clients to successfully pass their naturalization interviews.
- Provide assistance in coordination of the ongoing provision of immigration services, including DACA (Deferred Action for Childhood Arrivals) application assistance and client case management.

**Responsibilities:**

***Outreach & Policy Advocacy***

- Coordinate outreach events and activities targeting lawful permanent residents (LPRs) and potential DACA applicants.
- Help recruit students, citizenship instructors and potential citizenship and DACA applicants.
- Conduct outreach activities by disseminating electronic and paper flyers, using Hanul's social media and hosting citizenship workshops, and by visiting local businesses, organizations and religious institutions.
- Conduct Know Your Rights and information sessions at institutions such as local schools and community centers.
- Establish quality partnership with various organizations and institutions to promote Hanul's immigration program.
- Organize the community to promote policies that impact clients of Hanul and the immigrant communities.
- Educate and develop relationships with policy and government relations staff at key national organizations and coalitions.
- Participate in policy related meetings and gatherings hosted by ICIRR or other advocacy organizations to represent the organization

***Education***

- Coordinate and teach citizenship test preparatory classes at Hanul's all three offices and/or virtually.
- Recruit instructors and students for quarterly citizenship classes and maintain an effective registration process.
- Monitor testing (pre & post) and evaluation procedures for the participating students.



- Keep up-to-date student files and any other record keeping procedures in accordance with the policies and guidelines.
- Attend workshops and training and other pertinent community/government sponsored seminars and workshops on a regular basis.

#### **Case Management Assistance**

- Assist the Immigration Program Manager with citizenship and DACA applications when necessary.
- Provide assistance with intake and follow ups.
- Complete and submit reports to funding agencies on a regular basis.
- Update client demographics and case data to the agency's client management system.
- Review letters received from the USCIS and file them into appropriate places for precise record keeping.

#### **Qualifications:**

- Bachelor's degree in related fields such as communications, social and human services, or education
- Bi-cultural (Korean & English) knowledge is preferred, but not required.
- Strong ability in using MS Office, Google Suites, Web Design and CMR platforms.
- Outstanding written and verbal communication and interpersonal skills
- Ability to handle data with confidentiality
- Good organizational and time management skills
- Ability to develop, coordinate, and direct varied activities and events.
- Must have a friendly disposition and caring attitude toward clients.
- Highly motivated, energetic, and confident in leadership skills.

**How to Apply:** Submit a resume and a cover letter to [hanul@hanulusa.org](mailto:hanul@hanulusa.org).

For any questions, contact us at [hanul@hanulusa.org](mailto:hanul@hanulusa.org) or 847-439-5195.

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