



Part-time Program Administrator

AMIS (Americans Making Immigrants Safe) is a 501(c)(3) nonprofit organization, founded in 2019 to inspire hope and contribute to the well-being of immigrants and their families on their journey to self-sufficiency and legal status in the United States. We provide critical financial resources for housing, legal representation and basic living expenses, ensuring that those who have fled violence and persecution can find safety and stability in their new homes.

Position Description

This is a part-time position working with the Board of Directors of AMIS to expand our work with asylum seekers and immigrants.

Qualifications

- Bachelor's degree preferred
- Work experience with a non-profit organization that deals with immigration issues preferred
- Excellent people and communication skills
- Experience with social media management (Facebook, LinkedIn, Twitter, and Instagram)
- Attention to detail, accuracy, and timeliness in all work
- Access to a car on a regular basis
- **Essential Functions & Responsibilities**
- Work with existing volunteers, and recruit, train, and supervise new volunteers to respond to newcomers needs
- Work with newcomers to learn their needs; receive newcomer requests and assign to volunteers or oneself
- Manage social media to promote the work of AMIS
- Manage AMIS e-mailbox

Work Environment & Requirements

- On average 20 hours per week, with workload varying from week to week
- This work is primarily field work and contact with newcomers
- Attend one Zoom board meeting per month on a Friday morning
- Computer, printer, and phone needed

Job Types: Part-time, Contract

Supervised by Executive Committee (or President)

Pay: \$20.00 - \$28.00 per hour, mileage reimbursed

To Apply - Please send your resume to Lois Annich at loisannich@gmail.com no later than 9/6/24.