



# 805UndocuFund Coordinator

**POSITION TITLE:** 805UndocuFund Coordinator

**REPORT TO:** Executive Director

**SALARY RANGE:** \$21/hr (up to 12months)

**BENEFITS:** Medical and Dental Insurance, Vacation, Sick Time

## ORGANIZATION STRUCTURE

This position will be overseen by Future Leaders of America in partnership with the 805UndocuFund's Steering Committee. This position will start immediately.

## POSITION SUMMARY

805UndocuFund, a project of the partnership between MICOP, CAUSE, and FLA seeks a coordinator to oversee two (2) 805UndocuFund Associates, manage the application process, data, and outreach communications. The Coordinator will report to the 805UndocuFund Steering Committee.

## AREAS OF RESPONSIBILITY

1. Organize (recruit, train, coordinate, supervise) volunteers to conduct one on one applicant intake and assistance.
  - Oversee all applications to ensure adequate and efficient process.
  - Provide comprehensive and targeted support for all applicants.
  - Create referrals, and support in making connections to applicable services.
2. Data Management:
  - Collect and track all applications and disbursements.
  - Collect and report on all data related to finances in a timely manner.
3. Outreach:
  - Field information requests, emails and fundraising requests
  - Ensure timely dissemination of information to public.
  - Develop and organize trainings for applicant assistance.

## QUALIFICATIONS

- Tri-lingual or Bilingual including English, Spanish and Mixteco
- Ability to effectively communicate with monolingual Spanish speakers.
- Experience in one on one support, with cultural and trauma informed competency
- Knowledge and experience in providing information and referrals to appropriate services
- Experience in data management and reporting
- Strong Written and verbal communications in both English and Spanish
- Bachelor's degree or equivalent employment experience in case management and service coordination highly desired

**LOCATION:** Future Leaders of America Office

**STATUS:** Non-Exempt

**If interested:** Submit a Cover Letter and Resume to Eder Gaona-Macedo at [Eder@futureleadersnow.org](mailto:Eder@futureleadersnow.org) by March 27, 2020 at 5:00pm.

Future Leaders of America, Inc. has a deep commitment to fostering equal opportunity in employment and encourages applications from individuals of diverse racial, ethnic, and cultural backgrounds and representing all genders, ages, beliefs, and identities.