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 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.