

## **NATIONAL COORDINATOR JOB DESCRIPTION**

The Coalition of Irish Immigration Centers ([www.ciic-usa.org](http://www.ciic-usa.org)) is a membership organization that advances its members through collaboration and education to benefit the Global Irish in the United States. Currently, the organization has ten active member centers across the U.S. that provide a unique array of services, outreach, and assistance to Irish immigrants.

### **SUMMARY**

The Coalition's National Coordinator contributes to the overall functioning of the organization, with specific focus on its programming and communications. The coordinator reports to the Coalition's Board of Directors. The coordinator supports the Coalition's pursuit of its mission and compliance with grant objectives.

### **DUTIES**

- Coordinate and schedule education programming, inclusive of professional learning sessions (internal) and direct learning sessions (external) via Zoom, including securing speakers on topics pertinent to membership and the Irish Diaspora at large;
- Collaborate with member centers to plan, schedule, and execute virtual direct learning seminars - topics and events;
- Collaborate with Immigration Analyst to provide current, accurate, and reliable information on US immigration policy to Coalition membership and partners;
- Coordinate and support programmatic committees populated by member center representatives, including J1 Program Services, Wellness, Immigration, etc.
- Facilitate sharing of information among geographically diverse member centers to highlight observed trends within the Irish community and report on same;
- Support a well-established communications plan that includes both internal and external communications;
- Manage preparation and submission of grant applications and reports, including program narratives and program expenditure;
- Serve as liaison for the Coalition's vast network of current and potential members and organizational partners, including Irish diplomatic posts;
- Participate in external committees to support national impact as requested/invited by the Board of Directors or stakeholders;
- General administrative/financial support related to organizational compliance, including monthly bank reconciliation, adherence to program budgets and financial reporting on same, oversight of program costs in relation to grant funding, monthly bill payments, securing and filing of pertinent communications and documents.

### **QUALIFICATIONS/SKILLS**

- Experience in nonprofit management, communications, and or administrative support preferred;
- Strong oral and written communication skills are essential;
- Fluency in graphic design applications (Canva, Illustrator, etc.) essential;
- Proficient in MS Workspace application, social media platforms, email applications (Constant Contact), Zoom;
- Knowledge of QuickBooks and financial reports a plus;
- Demonstrated ability to support networks and effective teams;
- Comfortable working in a remote environment;
- Strong planning and time management skills;
- A connection to the Coalition's mission and programming, as well as an affinity to the Irish community preferable.