



Mayor's Office of Immigrant Affairs
Project Coordinator- Know Your Rights Citywide
Job ID Number: 18735

About the Office:

MOIA promotes the well-being of immigrant communities by recommending policies and programs that facilitate successful integration of immigrant New Yorkers into the civic, economic, and cultural life of the City. MOIA is one of the lead agencies for IDNYC, New York City's successful municipal ID program, and is spearheading ActionNYC, a program providing immigration legal services for every immigrant New Yorker, as well as a number of other initiatives to expand access to justice for immigrant communities. The work of the Office cuts across a broad range of issues citywide—for example, workers' rights, health equity, and language access—and MOIA works closely with sister cities around the country to promote immigrant inclusion.

About the Role:

The Project Coordinator for KYRs Citywide will work in the Mayor's Office of Immigrant Affairs to provide strategic coordination for KYR training sessions for immigrant communities across the city. The City of New York seeks a strong project coordinator for this position and a candidate with experience in project management, educational trainings, volunteer management, and immigrant/community affairs. Under the supervision of the Organizing Director at the Mayor's Office of Immigrant Affairs, and in coordination with Outreach and Organizing team, the selected candidate will be expected to ensure the timely development of training materials; organize training sessions; and develop and maintain centralized system of request; and evaluate effective of KYRs. Duties will also include, but are not be limited to, the following:

Responsibilities include:

- Support the organization and coordination of training sessions in various institutions across the city, including community-based organizations, libraries, and other locations;
- Create strategic approach for training and participation for KYRs;
- Create centralized system for KYR requests and sign-ups by providers;
- Convene providers to share best practices and share out up to date information;
- Share and manage calendar of events in partnership with MOIA communication and outreach teams;
- Update website regularly to reflect KYR training schedule;
- Coordinate providers and/or MOIA staff for KYRs;
- Develop new relationships and manage existing relationships;
- Receive reports on attendance and participation to inform strategy in partnership with MOIA outreach team;
- Track and evaluate workshop metrics, including referrals to immigration legal services and participation rates; and
- Collaborate closely with Schools Program Coordinator to ensure alignment.

Qualifications:

- At least 2 years of experience in project management and coordination;
- Excellent organizational skills;
- Ability to communicate in a clear and concise manner, both verbally and in writing;
- Highly professional demeanor;
- A track record of effectively handling multiple priorities;
- Proven ability to deal with a diverse constituency and work productively under pressure, both as an individual and part of a team;
- Experience in program evaluation and referral tracking;
- High level comfort with data-driven analysis, and skills necessary to present data and trends in a useful manner;
- Preferred knowledge of immigrant communities in New York City; and
- Excellent critical thinking and strategic planning skills.

The Project Coordinator for KYRs Citywide will report to MOIA's Organizing Director. Bilingual or multilingual preferred. COMPENSATION: Salary is \$47,500 DOE with excellent benefits. This is a one-year position.

To Apply: Please submit a resume, and cover letter to [Candidate Application](#)

New York City Residency Is Required Within 90 Days Of Appointment
The City Of New York And The Office Of The Mayor Are Equal Opportunity Employers