



CARECEN

Central American Refugee Center

The Central American Refugee Center (CARECEN) is a non-profit that has served the immigrant communities on Long Island for more than four decades through legal services, community education, and advocacy. We seek a dedicated, detail-oriented Program Coordinator to join our robust and dynamic legal team. The program coordinator position is full-time, hourly, and non-exempt.

Overview of the Role

The Program Coordinator will provide administration and coordination to CARECEN's Youth Immigrant Project's Terra Firma program and to Special Project's Pro Bono Volunteer Attorney program. Terra Firma is a medical-legal partnership, providing legal and health services to immigrant children. The Program Coordinator will support CARECEN's growing partnership with Terra Firma and its local healthcare providers. Through the Office of New Americans, CARECEN is launching a Pro Bono Volunteer Attorney program to expand access to counsel through mentorship of non-immigration practitioners. The Program Coordinator will conduct outreach and provide basic paralegal services for the Pro Bono program.

Primary Duties

- Terra Firma duties include:
 - Schedule appointments for clients in coordination with the healthcare providers
 - Facilitate and coordinate case conferences between CARECEN, Terra Firma, and the healthcare providers
 - Manage healthcare releases, including HIPAA compliance
 - Request and obtain medical records from the healthcare providers and other facilities
 - Coordinate outreach events with CARECEN's outreach coordinators
 - Light paralegal work, as assigned
 - Attend, when available and applicable, meetings and working groups on behalf of CARECEN to promote the organization's programming
 - Attend staff meetings and provide guidance and information on issues affecting the immigrant communities CARECEN serves
 - Maintain detailed records and report for grants as directed
 - Other duties as assigned

- Pro Bono Volunteer Attorney duties include:
 - Screen Pro Bono Volunteer Attorney applicants to determine suitability
 - Assist the supervising attorney in case placement and the administrative management of placements
 - With the supervising attorney, conduct outreach to promote CARECEN to Pro Bono Volunteer Attorneys, including listserv management
 - Serve as the primary non-substantive legal point of contact at CARECEN for both the Pro Bono Volunteer Attorneys and the program's clients
 - Provide limited research assistance for the Pro Bono Volunteer Attorneys
 - Provide paralegal work to complement the Pro Bono Volunteer Attorney's representation
 - Attend, when available and applicable, meetings and working groups on behalf of CARECEN to promote the organization's programming
 - Attend staff meetings and provide guidance and information on issues affecting the immigrant communities CARECEN serves
 - Maintain detailed records and report for grants as directed
 - Other duties as assigned

Qualifications and Requirements

- Associate's Degree, Bachelor's Degree or relevant experience
- Excellent organizational, computer, research and communication skills
- Creative, collaborative, self-directed and detail oriented
- Must be compassionate, exercise discretion, and possess cross-cultural sensitivity
- Fluency in Spanish and English required, fluency in other languages a plus

Home Office: Hybrid / based out of CARECEN's Hempstead or Brentwood office

Supervisor: Legal Director

Compensation

- **Hourly Rate:** \$20.19 – \$26.00

Benefits

- **Health Coverage (100% employer-paid premiums):**
 - Medical, Dental, and Vision

- **Insurance & Protection (100% employer-paid premiums):**
 - NYS Disability and Paid Family Leave
 - Short-Term Disability / Long-Term Disability
 - Life Insurance
- **Additional Support:**
 - Employee Assistance Program (EAP)

Retirement

- 401(k) plan with employer matching contributions

Time Off

- **Paid Holidays:** 28 paid holidays and/or half-days per year
- **Paid Time Off (PTO):** 21 days per year
- **Health/Wellness Days:** 5 days per year
- **Longevity Bonus:** Additional 7 PTO days after 5 years of employment

Professional Development

- Employer-paid professional development opportunities, selected by staff

Work Environment

- Ability to work hybrid based on hybrid work agreement

How to Apply: Email a detailed cover letter explaining why this job would be a great fit for you, a résumé and three (3) references to jobs@carecenny.org with “SP/YIP Program Coordinator” in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

CARECEN is an equal opportunity employer and embraces diversity. Immigrants, women, BIPOC, LGBTQ+ and persons from other traditionally marginalized groups are encouraged to apply.