



# CARECEN

## Central American Refugee Center

The Central American Refugee Center (CARECEN) is a non-profit that has served the immigrant community on Long Island for over four decades through legal services, community education and advocacy. We seek an engaging community associate to fulfill the Citizenship Class Associate role as a member of our Community Programs team. The Citizenship Class Associate is a part-time, hourly, non-exempt position.

### **Overview of the Role**

Approximately 100,000 immigrants on Long Island are eligible to apply for naturalization and require services to help them prepare for this process. The Citizenship Class Associate will meet this need by hosting community education workshops, coordinating remote citizenship exam preparation classes, and implementing civics education for immigrants in Nassau and Suffolk counties.

Working closely with CARECEN's Community Educator and CARECEN volunteers, the Citizenship Class Associate will oversee, coordinate, organize and occasionally teach CARECEN's remote citizenship classes. The Citizenship Class Associate will play a critical role in increasing civic engagement among new U.S. citizens on Long Island.

### **Primary Duties**

- Program Development
  - Coordinate remote citizenship preparation classes for Nassau and Suffolk counties with the help of CARECEN's Community Educator
  - Collaborate with the Community Educator to develop and expand CARECEN's citizenship education curriculum
  - Assist in interviewing, selecting volunteers for citizenship class teacher and mock officer positions
  - Supervise volunteers assigned to the citizenship education program through regular check-ins
  - Prepare and present civic education workshops to CARECEN students
- Administration
  - Maintain accurate records for classes, workshops and other grant deliverables
- Other tasks as assigned

## Qualifications and Requirements

- Creative and collaborative team-oriented community leader
- Excellent organizational, computer, and communication skills
- A basic understanding of the naturalization process or willingness to learn
- Experience leading and training volunteers preferred
- Associate's Degree, Bachelor's Degree or relevant experience in adult community education, citizenship education, teaching, curriculum design, community organizing, and/or program coordination
- English fluency required; Spanish fluency strongly preferred
- Knowledge of other languages spoken by immigrant communities on Long Island a plus

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

**Supervisor:** Community Educator

### Compensation:

- \$19 to \$22 hourly
- Prorated PTO and health/wellness days and generous holidays
- Transit/commuter benefits
- Life insurance
- Disability and paid family leave insurance
- 401(k) program with an employer match

**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](mailto:jobs@carecenny.org) with "Citizenship Class Associate" 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.*