



CARECEN

Central American Refugee Center

Job Description

The Central American Refugee Center (CARECEN-NY) seeks an engaging community leader to fulfill the Community Educator role as a member of the Office for New Americans (ONA) Opportunity Centers at CARECEN. CARECEN is a non-profit serving the immigrant community on Long Island and has worked on behalf of immigrants for nearly four decades through its Hempstead and Brentwood offices. The Community Educator is a full-time, hourly, non-exempt position.

Role and Responsibilities

Long Island's more than 500,000 immigrants have a significant need for community education. The Community Educator will meet this need by hosting community education workshops, coordinating and/or leading citizenship exam preparation classes, coordinating workforce development referrals, and supporting civic and economic engagement for immigrants in Nassau and Suffolk counties.

The Community Educator will operate in close collaboration with CARECEN's robust Community Programs team, including the ONA Long Island Immigrant Community Navigator, ONA ESOL Opportunity Centers, and a growing social work team, to meet the needs of new Americans and refer program participants to resources and learning opportunities available at CARECEN and partner organizations.

Primary Responsibilities

- Plan, prepare, and implement in-person and remote community education workshops to support civic engagement and social integration of immigrants
- Coordinate, supervise, and support in-person and remote citizenship preparation classes for Nassau and Suffolk counties
- Collaborate with the Community Programs Manager to develop CARECEN's citizenship education curriculum
- Collaborate with community organizations to assess immigrant community need and provide community education and referrals based on this need
- Coordinate workforce development referrals and employment opportunities for immigrants in the region

- Participate in events and webinars provided by the Office for New Americans and CARECEN
- Supervise volunteers assigned to the citizenship education program
- Attend staff meetings and provide guidance and information on relevant issues affecting CARECEN communities
- Maintain accurate records for events, classes, community referrals, and other grant deliverables

Qualifications and Requirements

- Excellent organizational, computer, and communication skills
- Creative and collaborative team-oriented community leader
- Ability to effectively write, prepare, and deliver engaging online and in-person presentations to a variety of audiences
- Some knowledge of the naturalization process or willingness to learn
- Experience leading and training volunteers preferred
- Bachelor's Degree or relevant experience in adult community education, citizenship education, teaching, curriculum design, community organizing, and/or program coordination
- Spanish and English fluency required

Home Office: Remote or hybrid / based out of CARECEN's Hempstead and Brentwood offices

Direct Supervisor: Community Programs Manager

Compensation: \$19.23 to \$21.63 hourly + full medical, dental, vision, disability, and paid family leave insurance, 21 PTO days, 5 health/wellness days, and generous holidays each year

How to Apply: *Email a detailed cover letter, resume, and three (3) references to becca@carecenny.org with "Community Educator Position" included 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.