



Washington New Americans Program Associate

Title	Washington New Americans Program Associate
Employment Type	Full-time
Program Area	Washington New Americans Program
Reports To	Washington New Americans Grants and Integration Manager

OneAmerica is a Seattle-based nonprofit whose mission is to advance the fundamental principles of democracy and justice at the local, state and national levels by building power within immigrant communities in collaboration with key allies. Founded in the wake of September 11, 2001, OneAmerica has grown to become a locally and nationally recognized leader in furthering immigrant, civil and human rights.

Position summary:

OneAmerica is seeking a self-motivated and highly organized associate to support the [Washington New Americans program](#), which is devoted to helping eligible legal permanent residents become U.S. citizens, voters and active members of our community. The successful candidate will be detail-oriented and passionate about social justice. The position is based in our Seattle office, reports to the WNA Grants and Integration Manager and will join a team of five program staff.

PRIMARY RESPONSIBILITIES

- **Program statistics and tracking: Maintain accurate track of our progress toward various deliverables – 25%**
 - Create first draft of all reports according to established schedule, allowing enough time before deadline for review and adjustment
 - Enter internally collected data into Excel and Salesforce
 - Own the accuracy of these numbers – proactively address errors as they come up
 - Follow up with grantee agencies when numbers don't make sense or a report is late
- **Finance: All expenses are logged promptly and billed to the right accounts – 25%**
 - Review of grantee agency invoices and receipts to check for errors
 - Ensure all other receipts & invoices are reviewed & submitted for payment
- **Communications: WNA promotional materials & website are living materials that are updated regularly – 20%**
 - Ensure website only contains relevant and up-to-date information, troubleshooting with our webmaster proactively if issues come up
 - Ensure we have up-to-date multilingual promotional materials ready to go by established deadlines, using programs like InDesign
 - Draft monthly volunteer communications
 - Spot opportunities to better maintain and update information
- **Program Materials: Program technology bank consistently organized and ready for checkout by staff or partner agencies, and naturalization workshop materials are kept in stock and organized in advance of events. – 10%**
 - Coordinate check-in and check-out technology bank and laptops, ensuring all technology is working and troubleshooting as needed
 - Print & order any necessary materials in advance of naturalization clinics, working closely with staff to ensure everything arrives on time
 - Update other materials as needed, like the immigration attorney referral list
 - Order and arrange logistics of food for volunteers
- **Support preparation and followup for WNA citizenship events – 20%**
 - Keep WNA volunteer database clean and updated after each event
 - Assist with data entry after events
 - Call prior clients to follow up on their naturalization cases

QUALIFICATIONS

- Meticulous attention to detail, accuracy and deadlines
- The ability to connect the “what” with the “why”: Understanding that the program’s success is grounded in a solid foundation of administrative systems, quality data, and impeccable follow-through.
- Willingness to take initiative and generate creative solutions to challenges
- Ability to work successfully both independently and collaboratively
- Proficiency in Microsoft Office suite, especially Excel and Word
- Bilingual skills a plus!
- Passion for social justice and building power in immigrant communities

COMPENSATION

- Salary range: \$40,000 - \$45,000 DOE
- Comprehensive health, vision, dental, life, and short- and long-term disability
- 5 weeks (200 hours) paid time off, accrued at 8.33 hours semi-monthly
- 403(b) plan

To apply, please send a resume and cover letter to jobs@weareoneamerica.org before Friday, October 27. Interviews will be conducted on a rolling basis. In your cover letter, please address how your personal and professional background informs your interest in working with OneAmerica.

OneAmerica is an Equal Opportunity Employer and encourages women and people of color to apply.