



## FAITHACTION INTERNATIONAL HOUSE

TURNING STRANGERS INTO NEIGHBORS!

705 North Greene Street ♦ Greensboro, North Carolina 27401  
Telephone: 336-379-0037 ♦ Website: [www.faithaction.org](http://www.faithaction.org)

### ***Immigrant Assistance Center Program Manager Position***

**Purpose:** The primary role of the IAC Program Manager is to oversee and manage FaithAction's Immigrant Assistant Center staff and services including: basic needs services (food, housing, healthcare), ESL and computer classes, safe space for immigrant domestic violence victims and the LGBTQ community, and the FaithAction ID initiative.

**Qualifications:** A strong candidate will have a bachelor or advanced degree in a relevant field with a focus in one or more of the following: social work, immigration, human rights, international affairs, multicultural education, or interfaith cooperation. The position requires significant experience in providing social services, especially to newcomer communities, as well as excellent supervision and team building skills. The candidate would need to be bilingual in Spanish and English; additional languages a plus. We are looking for someone who is deeply passionate about the work of FaithAction, and who demonstrates empathy, cultural competency, and the ability to build trust with diverse cultural and religious communities, and partner organizations.

**Accountability:** The IAC Program Manager is supervised by and accountable to the Executive Director.

**Relationships:** The IAC Program Manager will work most closely with and provide direct supervision to full time Americorps members, and will also relate to and support all members of the FaithAction staff. Particularly important community partnerships include: social service agencies, nonprofits, faith communities, law enforcement, and schools, as well as FaithAction's extensive volunteer network.

**Responsibilities:** The IAC program manager will:

- Instruct and supervise Americorps members, ensuring they provide professional, confidential, and efficient case management, class instruction, and volunteer management
- Provide basic needs services and case management to FaithAction's diverse clientele, especially those with emergency needs, as needed
- Meet with partner groups and agencies to strengthen collaborative relationships and increase opportunities for our clients
- Review Americorps member performance and collect monthly reports for Americorps and FaithAction records

**Type:** Part time position

**Salary:** Commensurate with qualifications and experience.

**Benefits:** As provided in the FAIH Personnel Policies.

**Evaluation:** An annual review of the IAC Program Manager shall be conducted by the Executive Director in accordance with the procedure in the Personnel Policies.

Interested applicants should send a brief cover letter and resume to Executive Director – [dfraccaro@faihouse.org](mailto:dfraccaro@faihouse.org). We will consider applications on an ongoing basis beginning immediately, and the position will remain open until it is filled.