

Job Title: Citizenship and Naturalization Coordinator**Job Status:** Part-time (20 hours per week—non-exempt)

The position will assist in managing volunteer-led citizenship classes at multiple sites in Northern Virginia, including ongoing volunteer management, outreach in the community, onsite class registrations, and classroom observations. The position also will support the planning and implementation of monthly naturalization workshops, including arranging venues, preparing materials, and training volunteers, as well as tracking volunteer hours, providing information and referrals, and serving as a liaison to other community, faith-based, and government organizations. The position will also assist in conducting outreach in the community to recruit clients for classes and naturalization workshops and will perform other related duties as assigned.

Prerequisites:

- BA in social services or an international field of study, or equivalent years of work experience in a related field.
- Two or more years of experience working in a multi-cultural setting
- Demonstrated interest in the naturalization process and citizenship education
- Bilingual (fluent in Spanish) strongly preferred
- Demonstrated knowledge of Microsoft Office 2007 or later
- Superior writing skills
- Excellent interpersonal skills
- Valid driver's license and regular access to a car
- Ability to lift 50 pounds.

This position is non-exempt and requires regular weeknight and weekend hours.

Please send your resume, salary requirements, and cover letter to jobs@ccda.net. No calls, please.