



## **MIGRATION AND REFUGEE SERVICES**

### **Community Engagement Specialist**

The Community Engagement Specialist at Migration and Refugee Services (MRS) of Catholic Charities Diocese of the Arlington (CCDA) conducts outreach activities in support of all programs and services. These services are made possible through cooperative agreements with the US Conference of Catholic Bishops (USCCB); the US Department of State; Office of Refugee Resettlement, the Department of Health and Human Services; the VA Office of Newcomer Services; and through the generosity of private foundations, faith communities, and individuals. The Community Engagement Specialist is responsible for contract compliance and reports directly to the MRS Program Director.

#### **Job Responsibilities**

- Conceptualizes, develops, and implements community outreach strategies to promote the work of MRS.
- Helps with volunteer recruitment for the program.
- Develops resources to support overall functioning of resettlement and self-sufficiency.
- Conducts outreach to faith-based and community groups, employers, donors, and others.
- Prepares outreach material such as Power Point or Prezi presentations and visual aids for speaking engagements, seminars, and exhibits.
- Conducts speeches and presentations.
- Distributes information to the community and increases public knowledge of the work of MRS through multiple sources.
- Develops new partnerships and opportunities.
- Identifies, initiates, and deepens relationships with various community partners and stakeholders.
- Expands participation of local providers from various sectors including county services, education, employment, faith community, government, health, law enforcement, and more
- Maintains various databases of donors and stakeholders.
- Plays a key role in organizing all bi-monthly Virginia Community Capacity Initiative (VCCI) Refugee Dialogue Groups.
- Maintains databases of VCCI activities and membership
- Organizes and invite participants to all VCCI bi-monthly meetings
- Coordinates annual Giving Tree donation drive
- Coordinate the activities of the Parishes Organized to Welcome Refugees grant

#### **Documentation and Reporting**

- Reports to the Program Director for supervision and submission of statistics and required data.
- Prepares periodic reports for Catholic Charities, USCCB and ONS



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- Prepares program Status Reports as requested.

### **Knowledge, Skills, Abilities Required**

- Bachelor's Degree required with a minimum of two years of experience in the nonprofit sector or in refugee services.
- Strong presentation and advocacy skills.
- Knowledge of the refugee resettlement process and awareness of world events.
- Possesses excellent writing skills and organizational abilities.
- Demonstrates multicultural awareness and sensitivity.
- Possesses strong interpersonal and communication skills and the ability to work effectively, both independently and with a wide-range of constituencies in a diverse community.
- Ability to plan, organize, and direct multiple activities simultaneously.
- Knowledge of the institution of the Catholic Church and hierarchy and of the US Conference of Catholic Bishops.

Please note: Applicants must possess a valid driver's license, have a good driving record, and be willing to drive agency vehicles.

To apply, send résumé, cover letter, and salary requirements to [jobs@ccda.net](mailto:jobs@ccda.net).