

## **Migration and Refugee Services Community Engagement Specialist**

The Community Engagement Specialist of Catholic Charities Diocese of the Arlington (CCDA), Migration and Refugee Services (MRS), builds and maintains relationships with key stakeholders through the Virginia Community Capacity Initiative (VCCI) Refugee Dialogue Groups in support of all MRS 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.

### **Primary Responsibilities**

- Conducts outreach for the VCCI.
- Maintains databases of VCCI membership.
- Organizes and invite participants to all VCCI bi-monthly meetings.
- Expands participation of local providers from various sectors including county services, education, employment, faith community, government, health, law enforcement, and more.
- Assists Associate Director in developing VCCI agendas in consultation with all resettlement agencies in Northern VA.
- Responsible for assisting with VCCI presentations.
- Responsible for taking VCCI general minutes and collecting specific working group action plans and summaries.
- Coordinates annual Giving Tree donation drive.
- Supports Associate Director with the expansion of VCCI and diversification of resettlement services in the greater Manassas area.
- Distributes information to the community and increases public knowledge of the work of MRS through multiple sources.
- Identifies, initiates, and deepens relationships with various community partners and stakeholders.

### **Documentation and Reporting**

- Reports to the CCDA MRS Associate Director of Community Engagement for supervision and submission of statistics and required data.

### **Knowledge, Skills, and Abilities**

- Bachelor's Degree required.
- Strong presentation and advocacy skills.
- Knowledge of the refugee resettlement process and awareness of world events.
- Knowledge of federal offices involved in regulation and funding of resettlement efforts in the US.
- 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 programs and activities simultaneously.
- Knowledge of the institution of the Catholic Church and hierarchy and of the US Conference of Catholic Bishops.

Please note: Must possess a valid driver's license, have a good driving record, have at least two years of driving experience, and be willing to transport clients in agency vehicles.

Please send cover letter with salary requirements and resume to [jobs@ccda.net](mailto:jobs@ccda.net). No phone calls, please.