



## Washington New Americans Administrative Associate

*OneAmerica's mission is to advance the fundamental principles of democracy and justice by building power in immigrant communities.*

**Employment type:** Full-time, Non-Exempt

**Full-Time Salary Range:** \$56,000 - \$59,000

**Program Area:** Washington New Americans Program (WNA)

**Reports To:** WNA Administrative Program Manager

**Location:** Hybrid in Seattle, Vancouver, or Yakima Office

### BACKGROUND

OneAmerica was established in 2001 by U.S. Representative Pramila Jayapal and has since grown to become a locally and nationally recognized leader in advancing immigrant, civil, and human rights. We utilize grassroots organizing, policy advocacy, and civic/electoral engagement to promote justice in three areas: immigration, education and early learning, and democracy. Our family of organizations consists of **OneAmerica** (501(c)3), **OneAmerica Votes** (501(c)4), and **OneAmerica Votes Justice Fund** (PAC).

Since 2008, the Washington for New Americans Program within OneAmerica has worked tirelessly to promote successful immigrant inclusion by helping eligible immigrants attain U.S. Citizenship. The WNA program also administers and oversees subgrants to non-profit organizations across the state to fill vital and critical service gaps in the citizenship space.

### POSITION DESCRIPTION

OneAmerica is seeking a self-motivated and highly organized Administrative Associate to support the WNA program. WNA 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 the mission of the program. The WNA Administrative Associate will report to the WNA Administrative Program Manager and will be responsible for our finance tracking, grant reporting and administrative side of our program. The ideal candidate will bring a strong anti-racist and power analysis to this work, using their skills as a confident, relational leader to build authentic relationships while managing multiple priorities

with impeccable follow-through. This position is based in our Seattle, Vancouver, or Yakima office.

## **RESPONSIBILITIES**

### **Program statistics and tracking: Maintain accurate track of our progress toward various deliverables – 20%**

- Carefully track and organize all internal deliverables
- Implement systems and protocols to keep data organized
- Gather all pertinent data and create first draft of all quarterly and final reports for funders (both narrative and analytical)
- Enter internally collected data into Excel and Salesforce
- Conduct internal quarterly review of grantee progress towards goals
- Support annual contract renewal process of grantees

### **Finance: All expenses are logged promptly and billed to the right accounts – 20%**

- Review and approve grantee agency invoices and receipts in consultation with supervisor
- Keep track of funded partner budgets and supporting invoicing
- Work along WNA Senior Manager to manage all fiscal aspects of funded WNA partners (RFP process, contract negotiations, and issuing final contracts)
- Remind subgrantees about invoice dates and deadlines
- Edit and distribute all relevant correspondence to and from funders and subgrantees stemming from these tasks

### **Event Planning and Execution: Make behind-the-scenes logistical magic to ensure our statewide citizenship in-person and remote clinics run smoothly for applicants, volunteers, and staff – 20%**

- Work productively with partner and ally organizations to execute collaborative clinics
- Support with logistical preparations for various events
- Support WNA team in securing space for events and organizing event flow
- Schedule appointments with naturalization applicants for upcoming clinics
- Support with volunteer recruitment and organization
- Enter participant data after events into Excel and Salesforce
- Support WNA in developing a calendar to track events of subgrantees

### **Program Materials: Manage technology bank and prepare for staff or partner agencies, and naturalization workshop materials are kept in stock and organized in advance of events. – 15%**

- Coordinate check-in and check-out technology bank and laptops, ensuring all technology is working and troubleshooting as needed
- Print and order any necessary materials in advance of naturalization clinics

- Ensure we have up-to-date multilingual promotional materials ready to go by established deadlines using programs like Adobe or Canva

**Follow Up with Citizenship Applicants: People who have attended our application assistance events receive adequate support throughout the 12-18-month application process – 20%**

- Create yearly client follow-up calendar with staff assignments and import completed follow-up Excel sheets to Salesforce.
- Call past applicants to follow up on their naturalization applications and provide additional resources and referrals if necessary.
- Help connect new citizens with the tools to register to vote

**OneAmerica staff responsibilities – 5%**

- Attend internal meetings including staff meetings and staff retreats
- Support voter outreach events, OneAmerica's gala, and fundraising phonebanks
- Support advocacy campaigns and organization wide meetings.

## **QUALIFICATIONS & ATTRIBUTES**

OneAmerica is seeking candidates who are passionate about our mission and are highly proactive. While no one candidate will embody all the qualifications below, our ideal candidate would bring:

### **REQUIRED**

- Passion for social justice and building power in immigrant communities
- Meticulous attention to detail, accuracy, and deadlines
- Ability to work successfully both independently and collaboratively
- Proficiency in Microsoft Office suite, especially Excel and Word and other relevant programs (such as PowerPoint and Canva)
- Must have access to a car, a valid driver's license, and be willing to travel to accommodate community-based scheduling needs. Employee will be required to travel long distances and work some evenings and weekends as needed with notice.
- Fluency in a second language
- Excited about building power across agencies and within OA

### **PREFERRED**

- Experience with immigrant communities or other social justice efforts touching immigrant communities
- Experience with CRMs and implementing the use of new digital tools
- Demonstrated ability to work within a high-volume, busy program

- Comfortable with crowd speaking
- Experience with event planning in some capacity

## PHYSICAL DEMANDS

- Ability to be on a computer for majority of the day
- Travel within the state roughly once a month
- Ability to have multiple phone calls a day and work for long stretches of time

## WORK ENVIRONMENT

- This is a hybrid position within the state of Washington and can be based out of our Seattle, Vancouver, or Yakima office. In-office twice a week (Tuesdays and Thursdays)

## COMPENSATION & BENEFITS

- Comprehensive health insurance coverage, including vision, dental, life insurance; short- and long-term disability; 20 weeks of family and medical leave; and more;
- Other benefits include cell phone and transportation stipends, Flexible Spending Accounts (FSA), 403(b) retirement plans and relocation packages;
- Five weeks of PTO in years 0-3, six weeks for years 4-6, seven weeks of PTO after 7 years of service;
- Three months paid sabbatical after every five years of service;
- OneAmerica is committed to work/life balance and encourages meeting-free Fridays, and Summer-free Fridays (3-day weekends for two months in the summer);
- We have a transparent compensation philosophy and offer cost-of-living and annual merit-based raises;
- We are committed to employee growth and advancement, including professional development investments

## Interview Process

- Phone Screen Interview
- Virtual Second Panel interview with a performance task. All candidates who submit performance tasks and attend the second interview will receive a \$60 egift card for compensation of their time.
- Virtual or in-person final interview with the Hiring Manager and Director

**Desired start date:** November 18, 2024

**Apply by:** September 20, 2024

**Please be sure** to add [notifications@app.bamboohr.com](mailto:notifications@app.bamboohr.com) to your contact list to ensure delivery of all correspondence from us.

*OneAmerica is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or*

*expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.*