

Job Title: Migrant Response Coordinator
For the Fellowship of Haitian Evangelical Pastors of New England

Organization Overview:

The Fellowship of Haitian Evangelical Pastors of New England (the Fellowship), in partnership with the Emmanuel Gospel Center (EGC), is seeking a Migrant Response Coordinator. This role is central to enhancing the Fellowship's response to the Haitian migrant crisis in Massachusetts, by bridging the gap between the Fellowship, its member churches, and the needs of Haitian migrants.

Position Summary:

The Project Coordinator will be essential in developing, organizing, and directing resources and services to support the Haitian community. This position demands a proactive, resourceful individual capable of effective cross-cultural communication and adept at liaising with a range of stakeholders.

Responsibilities:

Communication and Liaison:

- Serve as the Fellowship's primary contact for member churches, fostering communication and cooperation related to the migrant crisis.
- Maintain and enhance relationships with Haitian clergy, community leaders, and public representatives.

Information Management:

- Develop and maintain a comprehensive database of Haitian churches, community services, and resources.
- Develop and maintain a comprehensive database of recently arrived Haitian immigrants, including their locations, needs, assets, and services available.
- Prepare informative materials, such as flyers and guides, to assist immigrants as well as those desiring to assist immigrants.
- Gather and relay information from educational and government agencies impacting the Haitian-American community.
- Collect data on health insurance options for newcomers and disseminate this information effectively.

Community Connection:

- Establish connections with higher education institutions for information on admissions and degree programs.
- Engage with local communities through social media platforms and other online tools.
- Stay informed about immigration policies and advocate for community needs.
- Provide practical advice to the community about navigating public transportation systems.

Resource Coordination:

- Identify and communicate with food pantry stations, including their schedules and access routes.
- Coordinate with mental health clinics, identifying key contacts and services available for the Haitian community.
- Create a network with funeral homes to provide necessary services for the community.
- Identify and facilitate access to training programs for skill development and integration.

Advocacy and Research:

- Keep abreast of legislative changes that affect the community and act as a point of dissemination for this information.
- Research and compile information about essential community services such as health, education, and legal aid.
- Identify gaps in services and communicate this with key stakeholders.
- Identify and initiate, or help coordinate, responses to funding opportunities.

Administrative Duties:

- Perform administrative and office management tasks as required.
- Strengthening the role of the Fellowship- coordinating, advising, working on behalf of the churches (resources, fundraising, coordination, training; doing things that help the ministries, such as coordinating ordering of food and recruiting volunteers; thinking about sustainability)

Qualifications:

- Excellent bilingual communication skills in French/Haitian Creole and English.
- Proficient with Microsoft Office, Google Workspace, and internet research.
- Skilled in social media use for information dissemination and community engagement.
- Demonstrated initiative and independent problem-solving abilities.

- Established network with or the ability to rapidly develop networks among city and state representatives.
- Capability to adapt to new roles and responsibilities readily.

Education:

The candidate is expected to have the equivalent of a bachelor's degree with 5 years of experience working in a similar environment. A Master of Arts in theology or a Master of Divinity in theology is preferred.

Additional Requirements:

- Flexibility in schedule to meet project needs.
- Eagerness to learn and adapt to new challenges and information.
- Other assignments related to the positions as necessary.

Application:

Candidates are invited to submit a resume and cover letter detailing relevant experiences and qualifications, particularly highlighting any community service involvement with the Haitian diaspora.

Email your cover letter and resume to: vanta529@gmail.com

Review of applications will commence immediately and continue until the role is filled. Prompt application submission is advised for early consideration.

Compensation:

We offer a competitive compensation package that includes a base salary within the specified range. The final salary will be determined based on various factors, including the candidate's qualifications, skills, and experience.

In addition to the salary, we provide 80% employer contribution to a health insurance plan, 4 weeks paid vacation, and the major holidays observed throughout the year. We are open to discussing salary expectations during the interview process and are committed to ensuring a fair and equitable compensation structure for our employees.

The salary ranges between \$60,000 to \$65,000.

The project manager will report directly to the executive director of the Fellowship of Haitian Evangelical Pastors of New England. The Emmanuel Gospel Center is the fiscal agent for this program, so the program manager will technically be an employee of EGC, and will be subject to their policies and procedures.