



## **Immigrant Welcome Center Job Description: Project Liaison Manager**

**Department:** Community

**Status:** Full-time, Exempt

**Supervisor:** COO

**Salary:** \$45,000-\$55,000 (Commensurate with education and experience).

**Grant Funded Position:** Yes, through June 30, 2026

The mission of Immigrant Welcome Center (IWC) is to be a trusted partner and advocate for all immigrants. We are committed to ensuring that our communities are welcoming and have resources so that all immigrants can thrive. IWC team members enjoy a collaborative, ambitious, mission-focused culture; flexibility for home and office-based work; supportive benefits (including health insurance); flextime and time-off arrangements that support healthy integration of work and life demands.

### **Position Summary**

The Project Liaison Manager will lead IWC's work in our Pilot Immigrant Services Grant project. They will be working with a local funder and several nonprofit organizations serving immigrants in Marion and surrounding counties through convening, managing logistics, and trainings. This position is expected to be knowledgeable about nonprofit management, immigrant services and related data. This is currently a grant-funded position through June 2026. Support for this position beyond 2026 will be dependent on securing funding from multiple streams.

### **Responsibilities**

- Manage the project including goals and tactics
- Act as a liaison between local nonprofits and IWC
- Communicate effectively across cultures and diverse stakeholders
- Assist with convenings and trainings, including the development of agendas and follow-up
- Identify barriers for the project and build appropriate solutions to ensure capacity building among immigrant serving nonprofits
- Identify funding needs of grassroots organizations that serve immigrants and develop strategies through mini-grants to address these needs
- Connect stakeholders to build or expand on collaborative resources
- Retain confidential information

### **Success Indicators**

Success in this role is indicated by the following:

- Nonprofits have built capacity in serving our immigrant neighbors
- Organized and timely communication across stakeholders
- Grant measurables are fulfilled and grant reporting is completed on time

### **Work Responsibilities & Requirements**

- Works 2 days in the office, 2 days remote, and 1 hybrid day where you can be remote or in-person
- Flexible working schedules, 8-hour shift Monday – Friday. Choose your start time between 8:00am-10:00am, and end time between 4:00pm -6:00pm.
- Some evening and weekend work is required (flex time available)
- Extensive administrative work on computer and phone.
- Any other duties and responsibilities assigned by CEO/COO.
- A valid Indiana driver's license is required.

### **Required Qualifications & Skills**

- Bachelor's degree
- Experience with project management
- 3 years of experience in non-profit management, public policy, or community development
- Proficiency and ease with Salesforce and Microsoft Office suite
- Ability to meet deadlines and handle various projects simultaneously
- Knowledge and understanding of issues of immigration, including race, class, and gender, and the ability to assist others to develop that type of understanding.
- Fluent in English
- Ability to work as part of a team and in culturally diverse environment.
- Clear communication skills, verbal, written, and presentation.
- Excellent organizational skills
- Strong interpersonal skills to continue the trust and collaboration

### **Preferred Qualifications**

- Fluent in another language
- 501c3 familiarity
- Lived experience as an immigrant (in the U.S. or abroad), or a child of an immigrant.

*\*\*This is an immediate opening, applications will be reviewed on a rolling basis.\*\**

IWC is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

Please email your resume, cover letter, and references to our Chief Operating Officer, Christina Arrom Garza ([carrom@immigrantwelcomecenter.org](mailto:carrom@immigrantwelcomecenter.org)). Subject line should read: Applicant for Project Liaison Manager.