



## Community Navigator (Part-time)

To apply, send an email and cover letter to [qcair@qcair.org](mailto:qcair@qcair.org)

### Organization Summary

QCAIR's mission is to advocate for immigrants and refugees by providing direct assistance and collaborating with appropriate service providers to empower immigrants and refugees as they integrate into the community.

### Position Summary

Quad Cities Alliance for Immigrants and Refugees (QCAIR) seeks a Community Navigator to join our team to meet with immigrants and refugees in the community and educate them about our organization and services QCAIR provides.

### Responsibilities:

- Work closely with the Program Manager/Coordinators to develop strategy and identify client community needs regarding specific programs.
- Lead the community mobilization strategy Organize outreach events in the Quad Cities to educate immigrants and refugees on available resources and upcoming events available through QCAIR.
- Provide document translations and language interpretations as needed.
- Organize and facilitate in-person small group meeting sessions.
- Facilitate group interpretation during meetings, workshops, and office visits.
- Complete reports on program metrics and outcomes weekly/monthly.
- Coordinate and work with interpreters when needed.

### Qualifications

- Empathy and understanding for immigrants and refugees.
- Ability to maintain confidentiality of sensitive information and situations.
- Ability to build strong, trusting relationships with immigrants and refugees communities.
- No degree is required but must be able to read and write basic English.
- Basic computer skills. Ability to track and report data.
- Ability to meet deadlines.
- Understanding of cultural stigma and boundaries, especially in immigrant communities.
- Comfort working with clients who speak different languages and English is not their first language or do not speak English at all.
- Bilingual in Spanish, French, Africana, Lingala, and/or Swahili is preferred.

### Additional Information:

Compensation starts at \$14/hour (working between 5 and 10 hours per week). The Community Navigator will need to work on-site at least once per week for client(s) as needed. This position has the opportunity to be a hybrid role and flexible.