



WNA Program Administrator

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

Employment type: Full Time

Salary Range: \$42,712- \$49,278

Program Area: Washington New Americans Program

Reports To: WNA Senior Manager

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.

OneAmerica is a Seattle-based nonprofit whose mission is to *advance the fundamental principles of democracy and justice by building power in immigrant communities.*

SUMMARY

OneAmerica is seeking a self-motivated and highly organized administrator to support the [Washington New Americans program](#), which 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 position is based in our Seattle office, reports to the WNA Senior Manager and will join a team of five program staff.

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).

Please see additional background on the WNA Program Administrator role and instructions for applying below.

BACKGROUND

OneAmerica is a vibrant and growing power-building organization that is committed to driving progressive social and political change for immigrants and refugees in Washington state.

Following four years of attacks under the Trump Administration, OneAmerica has worked to combat the emboldened racism and xenophobia facing our communities, while also building the social and political power of immigrant and refugee communities in Washington state. In the past three years, among many wins, we have:

- Trained a hundred people to run for office, electing the most diverse state legislature in Washington's history with women of color in the forefront.
- Enacted the Washington Voting Rights Act to eliminate racially polarized voting and increase the representation of people of color in local office.
- Passed the most robust sanctuary city bill in the country, protecting immigrants from deportation, and establishing a state COVID-19 undocumented relief fund.
- Led campaigns to significantly expand bilingual education and improve the educational experiences of immigrants and students of color.

Given Washington state's current political climate and the momentum of years of important victories led by our members and partners, Washington is poised to lead the nation in bold policy and social change that will ensure immigrant communities thrive. At OneAmerica we strive to build a culture of co-governance both inside and outside our organization: centering leaders who are most impacted by systemic oppression to identify and move strategic solutions. We work to hold our elected leaders accountable to this model of governance as well.

POSITION DESCRIPTION

The WNA Program Administrator will report to the WNA Senior 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, WA office.

RESPONSIBILITIES

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

- Create first draft of all quarterly and final reports according to established schedule, allowing enough time before deadline for review and adjustment
- Enter internally collected data into Excel and Salesforce
- Own the accuracy of these numbers – proactively address errors as they come up
- Follow up with grantee agencies when numbers don't make sense or a report is late
- Conduct quarterly review of grantee progress towards goals
- Create, review, and submit reports to state, FFF, NAC and final annual report to state
- Communicate programmatic expectations to funded WNA partners, so that all understand requirements, reporting templates and process
- Support annual contract renewal process of grantees

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

- Approve grantee agency invoices and receipts.
- Ensure all other receipts & invoices are reviewed & submitted for payment
- Serve as main point of contact with State of WA Department of Commerce, and work with finance team to prepare the monthly WNA billings
- Keep track of funded partner budgets
- Work along WNA Senior Manager to manage all fiscal aspects of funded WNA partners (RFP process, contract negotiations, and issuing final contracts)

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 and others to execute collaborative clinics
- Book venues for citizenship events across the state
- Schedule appointments with naturalization applicants for upcoming clinics while managing CitizenshipWorks account
- Enter participant data after events into Excel and Salesforce, and proactively address errors as they come up.
- Complete Salesforce uploads

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 & order any necessary materials in advance of naturalization clinics, working closely with staff to ensure everything arrives on time
- Update other materials as needed, like the immigration attorney referral list
- Ensure we have up-to-date multilingual promotional materials ready to go by established deadlines, using programs like InDesign

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, export Salesforce follow-up and create excel sheets in SharePoint for staff to complete assignments, 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 new citizens 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 is passionate about our mission and is highly pro-active. While no one candidate will embody all the qualifications below, our ideal candidate would bring:

- Fluency in a second language, Arabic preferred
- Meticulous attention to detail, accuracy, and deadlines
- The ability to connect the “what” with the “why”: Understanding that the program's success is grounded in a solid foundation of organizational systems and impeccable follow-through.
- Willingness to take initiative and generate creative solutions to challenges
- Ability to work successfully both independently and collaboratively
- Proficiency in Microsoft Office suite, especially Excel and Word
- Passion for social justice and building power in immigrant communities

- Experience with immigrant communities preferred
- Must have access to a car and be willing to travel to accommodate community-based scheduling needs (i.e., meetings held in the evenings and on weekends at off-site locations around the state).

COMPENSATION & BENEFITS

- Salary range is \$42,712- \$49,278 depending on qualifications and experience.
- Comprehensive health insurance coverage, vision, dental, life insurance coverage, short- and long-term disability.
- 403(b) retirement plan, 5 weeks paid time off, paid family leave, ORCA transit card or vehicle stipend, and opportunities for sabbatical.
- OneAmerica is committed to employee growth and advancement, including professional development investments.

TO APPLY

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.

Please send your resume and cover letter to jobs@weareoneamerica.org with the subject line “WNA Program Administrator” **by Feb 10**. Your cover letter should describe your passion for building power in immigrant communities. Due to the pace of OneAmerica’s campaign development, candidates are encouraged to apply as soon as possible for priority consideration. Please website at www.weareoneamerica.org to learn more about OneAmerica.