



WNA Program Associate

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 associate 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 Associate 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 Associate will report to the WNA Senior Manager and will be responsible for our Citizenship Day event preparation and execution, building the WNA Ambassador program, and our social media management.

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

WNA Ambassador Program and Civic Engagement – 20%

- Work along WNA Program Associate to build WNA ambassador program including curriculum, recruitment, and monthly meetings.
- Recruit WNA applicants to become part of our WNA ambassador cohort.
- Complete monthly goal of 1 on 1's per month with WNA applicants who will be proposed to join OneAmerica's power building campaigns, including ambassador program.
- Work along Civic Engagement team to reach out WNA new citizens to register to vote and vote in primary and general elections.

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 – 30%

- Schedule appointments with naturalization applicants for upcoming clinics while managing CitizenshipWorks account
- Manage applicants for remote clinics including pre-screening for eligibility, document gathering and tech support.
- Work productively with partner and ally organizations to execute collaborative clinics.
- Update and prep supplies for naturalization clinics while overseeing inventories and staff assignments.
- Enter participant data after events into Excel and Salesforce, and proactively address errors as they come up.
- Act as citizenship captain/project manager for citizenship events.

Website Management, Social Media, and Media Buys– 25%

- Finalize new website launch by completing, editing, and reviewing new and current content.

- Ensure website only contains relevant and up-to-date information, troubleshooting with our webmaster proactively if issues come up.
- Run our social media and develop content for Facebook and Instagram.
- Create Facebook ads for all our citizenship workshops.
- Work with communication staff to complete ethnic media buys for Citizenship Days.

Communication– 10%

- Return calls and texts on our statewide citizenship hotline, providing accurate citizenship information and referrals.
- Update multilingual promotional materials by established deadlines, using programs like InDesign

Follow Up with Citizenship Applicants– 10%

- Call past applicants to follow up on their naturalization applications and provide additional resources and referrals if necessary.
- Help new citizens register to vote and stay involved with WNA Ambassador program.
- Engage participants in local advocacy campaigns that directly impact them.

OneAmerica staff responsibilities – 5%

- Support voter outreach events, Lobby Day, OneAmerica’s gala, and fundraising phonebanks.
- Support advocacy campaigns and organizational meetings.

QUALIFICATIONS & ATTRIBUTES

OneAmerica is seeking candidates who is passionate about our mission and is willing to be step up in our organizing endeavors. 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 Associate” **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.