



<b>Position title</b>	Immigrant Connection Director	<b>Date Reviewed</b>	10/10/2021
<b>Position description</b>	Full Time		
<b>Position supervisor</b>	Outreach Pastor		

## Job Purpose

College Wesleyan Church is committed to living out the biblical mandate to “Welcome the stranger” (Lev.19:34). Immigrant Connection at College Wesleyan Church was recognized by the Department of Justice to offer low-cost immigration legal services. The Immigrant Connection Director will assist the Outreach Pastor in helping provide holistic care for immigrants in our community, while also serving as a bridge between College Wesleyan Church and immigrants.

## Position Focus

1. Immigrant Connection Legal Clinic-The Immigrant Connection Director will lead the Immigrant Connection legal clinic. She/he will seek to expand the hours of operation of the clinic by becoming a DOJ accredited representative, while also working with College Wesleyan Church’s two current volunteer DOJ accredited representatives. The Immigrant Connection Director will recruit and equip other volunteers to aid in the ministry in support roles (intake volunteer, legal aid, office host, translator, etc.). The Immigrant Connection Director will also work to expand our reach into the immigrant community outside of Grant County by targeting potential needs in northeast, east, and central Indiana (the communities in Ft. Wayne down to Indianapolis). To do so, she/he will network with other organizations providing care to immigrants, attend community events to represent Immigrant Connection at College Wesleyan Church to the community.
2. Immigrant Specialized Ministries-The Immigrant Connection Director will also work with the Outreach pastor to create other opportunities to care for and assist immigrants, such as ESL programming and citizenship/naturalization classes.
3. Finding Community Within CWC-The Immigrant Connection Director will work with the Outreach Pastor and other staff of College Wesleyan Church to find opportunities to welcome immigrants in to the body of College Wesleyan Church. This may include the creation of Bible studies/small groups that are language specific, creating pathways to accommodate immigrants in weekly worship services, and to help foster life on life relationships between existing College Wesleyan Church attenders and immigrants seeking to find belonging with in College Wesleyan Church.



## **Needed Traits and Gifts**

- A devoted follower of Christ
- A driven, self-starter
- Has compassion and has knowledge of the complexity and challenges of immigration
- Has experience engaging and serving people cross-culturally
- Has the ability to communicate vision in a compelling manner
- Gifted at communicating volunteer opportunities in a dignifying manner
- Capable of developing and equipping volunteers
- Has the ability to listen to needs, and discern how to best address those needs
- Has the ability to delegate
- Is a peacemaker, and has the ability to have difficult conversations with those that have differing opinions on immigration
- Conversational Spanish required, fluency preferred

## **Recommended Abilities and Experience**

- Has served in a DOJ accredited legal clinic
- Has knowledge of both immigrant communities and US immigration law
- Has experience on securing grants and donations

## **Other Responsibilities**

- Attend all staff meetings, including Tuesday s all-staff meeting, offsite meetings, and Outreach staff meetings
- Submit volunteer opportunities and descriptions for each volunteer position
- Prioritize programs based on strategic theme & CWC ministry alignment
- Help CWC better engage the local community
- Regularly attend Sunday worship service at CWC
- Represent Immigrant Connection on Sundays at CWC at least twice a month
- Work with the Finance Director and Outreach Pastor of CWC to ensure that all budgeting and financial matters are in order
- Other local outreach duties assigned by the Outreach Pastor