



Title: Program Assistant
Program: Immigration Program
FTE: Regular, Full-Time, Non-Exempt
Benefits: Full Benefits: Medical, Dental, Vision, 401k retirement with 100% matching up to 3% and more
Report to: Program Manager
Location: 4879 E. Kings Canyon Rd. Fresno, CA 93727

1. AGENCY

The Fresno Center (TFC) is a 501(c)(3) non-profit organization that was established in the past 29+ years, serving the community of Fresno County. TFC offers 20 different support services that include mental health, wellness, and healing, from immigration to education advocacy to clinical behavioral services to holistic wellness services. TFC is the one-stop shop that promotes cross-cultural understanding and cultural preservation. Eight of our 20+ programs focus on mental health services (Horticultural Therapeutic Community Centers Program, Living Well Center, Welfare-to-Work Employment Mental Health Services, Holistic Cultural and Educational Wellness Center, and Neighborhood Resource Center, California Reducing Disparity Project, Central Valley Regional Center Latino and Southeast Asian Navigator Program, and Kaiser Community Benefits Program). Our motto is to “Inspire, Encourage, and Cultivate.” Our commitment is to equip staff with the best training and practices to develop and maintain client loyalty and be the employer of choice in the Central Valley.

2. THE PROGRAM

The immigration program provides immigration services mainly related to citizenship. This program has been a fundamental of TFC to assist the unserved and underserved immigrant communities navigate and utilize the immigration system especially in naturalization – understanding the process and requirement to becoming US citizen.

3. JOB DUTIES AND RESPONSIBILITIES

Working directly with the Immigration Program and under the supervision of the Program Manager to conduct outreach, educate, and update the community on immigration and naturalization processes and requirement. This position will work directly with a diverse immigrant population to increase naturalization applications and awareness of their rights and policy changes.

4. BASIC FUNCTIONS

- Program Assistant will assist clients with understanding immigration rights and completing the naturalization application to citizenship.
- Program Assistant will outreach and educate the community in Fresno County on immigration policy and processes.
- Program Assistant will meaningfully engage in Fresno immigration collaborative activities to ensure the perspectives and voices of residents are heard and reflected in the overall direction of the immigration policy.
- Program Assistant will work in collaboration with other local and statewide partners to advocate for issues related to immigrants.
- Program Assistant will utilize ethnic TV and Radio to educate, advocate, and outreach for increasing investments in immigrant and pathway to citizenship advocacy.
- Program Assistant will work to increase in meaningful resident engagement and understanding their rights and responsibilities.
- Other duties as assigned

5. MINIMUM QUALIFICATIONS

- Experienced working with the immigrant community in the area of advocacy, education, immigration, and social services
- Knowledgeable of naturalization process to citizenship and immigration policy.
- Experienced working with community agencies and organization
- Prior knowledge and experience of governmental systems and policy changes
- Minimum of a A.A. Degree in Communication, Education, Social Welfare, Psychology, Sociology, and Social Science or related field
- Bilingual in Southeast Asian language - Lao preferred
- Ability to work some evenings and weekends
- Must have transportation and a valid California Driver's License with proof of insurance
- Clean DMV record
- Pass background check
- U.S. citizen or lawful permanent resident
- Successful completion of Live Scan/fingerprinting (upon hire)

6. PERSONAL QUALITIES

- Commitment to the mission and values of the agency.
- Strong leadership skills,
- Ability to inspire others,
- Ability to maintain motivation to achieve goals while dealing with challenges.
- Committed to community building and development.

7. BENEFITS:

- Medical, vision, and dental coverage.
- Life insurance coverage at annual salary.
- Sick leave, per personnel policy (7 days per year).
- 401k retirement plan, after completion of 90 days of employment; potential 3% match.
- Vacation, per personnel policy (12 days per year).
- Holidays per personnel policy (currently 13 paid holidays per year)\

CLOSING DATE: Open until filled

To apply, please submit a cover letter, attention to Kellie Charfauros, resume, and three references, with in the subject line Immigration Program Assistant and email them to kellie.charfauros@fresnocenter.org. The Fresno Center values diversity and is an affirmative action employer. All interested individuals, including women, people of color, people over forty, and persons with disability are encouraged to apply.