



POSITION: NYCitizenship Program Manager

About the Office:

The Mayor's Office of Immigrant Affairs (MOIA) promotes the well-being of immigrant communities by recommending policies and programs that facilitate successful integration of immigrant New Yorkers into the civic, economic, and cultural life of the City. MOIA is one of the lead agencies for IDNYC, New York City's successful municipal ID program, and is spearheading a number of initiatives to expand access to justice for immigrant communities. The work of the Office cuts across a broad range of issues citywide—for example, workers' rights, health equity, and language access—and MOIA works closely with sister cities around the country to promote immigration reform.

About the Role:

MOIA is committed to increasing immigrant access to citizenship as a powerful means of fighting poverty: citizenship status leads to better pay, higher rates of home ownership, civic engagement, and myriad other benefits. The NYCitizenship program is a partnership between MOIA, the NYC Human Resources Administration (HRA) and the City's three public library systems to provide citizenship legal services and connections to additional resources at 12 library branches and select HRA sites. MOIA also co-leads the national Cities for Citizenship coalition to increase investments in citizenship programs across the country.

The NYCitizenship Program Manager will oversee the daily operations of the NYCitizenship program and strategically grow MOIA's citizenship and civic engagement work. Responsibilities include, but are not limited to:

- Manage the daily operations of the NYCitizenship program, including maintaining regular communication with program partners, including the NYCitizenship legal service provider, HRA and the City's three library systems;
- Work with all program partners to ensure that program deliverables are met, track key metrics and produce reports on program progress for funders and for internal use;
- Regularly visit program sites to check in with program staff, troubleshoot operational issues and ensure program protocols are followed;
- Oversee the strategic growth of MOIA's citizenship and civic engagement work in collaboration with local stakeholders and national partners, including other cities and relevant federal agencies;
- Work closely with MOIA's legal initiatives team to ensure that NYCitizenship is aligned with broader administration goals related to immigration legal services;
- Respond to press inquiries regarding MOIA's citizenship work in collaboration with communications staff; and
- Represent MOIA at relevant inter-governmental, inter-agency and public events as needed.

Qualifications:

- A graduate degree or bachelor's degree with three to five years of professional experience in a relevant field is required;
- Excellent program management, organizational and analytical skills;
- Familiarity with the delivery of immigration legal services and related issues;
- Self-starter who can take initiative and work both individually and as part of a team;
- Ability to think creatively, embrace new approaches, and pioneer innovative solutions to intricate problems;
- Effective management of multiple priorities in a fast-paced, high-pressure work environment;
- Strong written, verbal, and interpersonal communication skills; and
- Highly professional demeanor.

Salary range: \$60k-\$70k per year

To Apply: Please submit a resume and cover letter to moiaassistant@moia.nyc.gov.