

**2018-2019 CITY SERVICE CORPS
MEMBER POSITION DESCRIPTION**
(Service Dates: November 1st, 2018-June 28th, 2019)

City Agency Host Site Name: Mayor's Office of Immigrant Affairs, Division of Immigrant Inclusion

Position Title: Immigrant Inclusion Corps Member

Location: 250 Church Street, 12th Floor, New York, NY 10013

Schedule: M-F, 9:00am to 5:00pm

of Member Slots in this Position: 1

Agency/Community Need for the specific project on which City Service Corps member is serving:
Immigrant New Yorkers face barriers to connecting to City services and resources. MOIA's Immigrant Inclusion team works to expand immigrant access to equitable services by offering technical assistance to City agencies and mayoral offices and by implementing projects to ensure immigrant New Yorkers are connecting to City resources.

Mission and Goals for the specific project on which City Service Corps member is serving:
The Immigrant Inclusion Corps Member will play an essential role in MOIA's work to expand equitable services and offer technical assistance to City agencies and mayoral offices.

Member Position Summary:
The City Service Corps member will assist in projects to track MOIA's immigrant inclusion work; develop immigrant inclusion tools for City agencies; and support the overall program.

Detailed Functions of Position:

- Become familiar with MOIA and Immigrant Inclusion's work, including projects the member will be working on.
- Learn about our agency and community partners and the work they do.
- Develop tools for use by agencies and community partners.
- Research Immigrant Inclusion best practices from other cities.
- Ongoing collection of data on interagency work.
- Analysis of data and evaluation of program.
- Develop materials helping to communicate the message of the program.



- Coordinate partner communications.
- Assist in event and training coordination.
- Assist with communications and developing marketing materials.

Preferred Academic or Experience Qualifications, Knowledge, Skills, and Abilities of Member:

- Basic Excel skills
- Microsoft Office (Word, Excel, Outlook) skills/knowledge
- Ability to work independently and as part of a team
- Organizational skills and attention to details
- Interpersonal and communication skills
- Ability to juggle multiple tasks (multi-tasking)
- Strong writing skills

* Please note: The duties and responsibilities in this service position description may be subject to change. In the rare event that there are any changes, members will be notified prior to beginning the service year and the position description will be amended. All changes will be reviewed and approved in advance by NYC Service.