



DIRECTOR OF COMMUNITY ENGAGEMENT AND ORGANIZING

Full Time, Havertown, PA

About the Irish Diaspora Center

The Irish Diaspora Center “IDC” (formerly the Irish Immigration Center) has been serving the needs of the Irish and Irish-American communities in the Philadelphia region since 1998. With the support of the Irish government and the local community, the IDC is a professional organization strengthening our heritage by providing the Irish Diaspora in the Greater Philadelphia area with consular, immigration, and community-building social services. We offer guidance and understanding to those needing assistance and provide referral services to those with needs beyond our scope. The IDC is often the first port of call for those in trouble and those interested in Irish culture. We offer programs such as:

- U.S. immigration support for those navigating the USCIS system
- Irish consular service support for those who are or are eligible to be Irish citizens
- Senior citizen programming to help with social isolation and engage a network of support
- Youth programming to connect young people with the Irish culture and heritage
- Mental health referrals and education for those in need of support
- Programming highlighting contemporary Ireland and updating the perception of Ireland
- Genealogical programs connecting people to their familial connections in Ireland

The Role

Reporting to the Executive Director, the Director of Community Engagement and Organizing (DCEO) is a mission-critical role, acting as a vital touchpoint for the community. The DCEO assists in effective decision-making and programmatic planning. The DCEO will lead, plan, and direct the community engagement for the IDC and will execute this strategy.

Responsibilities

The DCEO will be responsible for:

- Ensuring a safe and supportive environment for all community members to seek the support they need

- Case management of client needs including referrals to social service programs in the Greater Philadelphia area and beyond
- Development and operation of the youth program including recruitment and training of volunteers, supervision of youth gatherings, and creation of new opportunities within youth programs
- In conjunction with the rest of the staff, administration of applications for Irish passports and foreign birth registrations
- Build relationships within the community and engage supporters of the IDC in volunteering and financial support
- Identify areas of growth and development for the IDC in line with our mission and community needs
- Represent the Irish Diaspora Center within the community
- Other duties as required

EXPERIENCE, QUALIFICATIONS, AND SKILLS

- College-level coursework relating to social work, education, or counseling
- At least five years' experience in non-profit or educational organizations
- Experience working in an Irish-focused environment
- Understanding Irish public policy and welfare entitlements
- Volunteer management and community engagement
- Strong written and verbal communication skills, a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills;
- Must be able to pass a criminal background and child abuse clearance.
- Some travel may be required
- Some evenings and weekends are required
- Must have a driver's license and reliable transportation
- Action-oriented, entrepreneurial, adaptable, community-centered, and innovative approach to organizing and community engagement;
- Ability to work effectively in collaboration with diverse groups of people; and
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.

Salary commensurate with experience

TO EXPRESS INTEREST IN THIS POSITION

Submit a cover letter and resume to emily@icphila.org

