



Organization: Sin Barreras/Without Barriers, Inc.

Location: Waynesboro, VA

Position Type: Part-Time

Position Description: Community Engagement and Program Coordinator

Sin Barreras/Without Barriers, Inc. is a nonprofit dedicated to helping immigrants navigate US immigration, legal, healthcare, and educational systems with a focus on the Hispanic community. We provide direct services, referrals, workshops, and clinics through advocacy. We need a patient, resourceful self-starter to join the team in our Waynesboro, VA office. This part-time position supports direct client services, assists with events and outreach, and engages the Hispanic community, agencies, and organizations.

Job Role

The Community Engagement and Program Coordinator will play a vital role in connecting with the Waynesboro and the nearby communities, building relationships, and coordinating educational programs and client services. In the first few months, the focus will be heavily on community engagement, including conducting outreach, delivering presentations, and developing strategic partnerships as we continue to learn about the community's needs and resources. This role will involve representing the organization at community events, creating awareness about available services, and fostering collaborations with local partners. As these relationships are established, the position will increasingly focus on organizing and overseeing educational programs, supporting clients in navigating services, and contributing to the organization's growth through effective program coordination and reporting.

Key Responsibilities:

Outreach:

- Establish and maintain positive relationships with community members, leaders, and local organizations to build trust and collaboration.
- Identify and engage potential partners, including schools, nonprofits, businesses, and community groups, to expand the organization's reach and resources.
- Coordinate, attend, and participate in community events, workshops, and meetings to increase visibility and engagement.
- Promote SB community events and resources

Education & Client Service Support:

- Promptly check and respond to emails and forward messages to the appropriate staff members.
- Manage and update the daily activity log to ensure that all messages are returned promptly.
- Answer phone calls, address inquiries, and provide guidance to clients.
- Welcome clients and assist them upon arrival.

- Understand general immigration petitions and status requirements.
- Schedule and manage client appointments, ensuring the internal calendar is up-to-date.
- Serve as the local point person for educational programs and community engagement
- Register students for educational programs and ensure proper documentation
- Maintain regular communication with students throughout the semester, both in person and online

Qualifications:

- Bilingual in English and Spanish.
- Must have previous office experience
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal skills.
- Knowledge of immigration applications and processes is a plus.
- Ability to work both independently and as part of a team.
- Proficiency in using office software (e.g., Microsoft Office, Google Suite).
- Patience, care and compassion for working with immigrants.
- Ability to work in a changing environment with an evolving organization.
- Ability to commute to the Charlottesville office when necessary

Availability

- Must be available during office hours.
- Office hours are Monday - Thursday from 1pm - 7:30pm.

Salary

\$18-\$20/hr

How to Apply:

If interested, please email your resume to [hiring@sinbarrerasville.org](mailto: hiring@sinbarrerasville.org) for consideration. For more information, email us, call (434) 531-0104, or visit us at www.sinbarrerasville.org.

Note: Please be advised that only applicants with prior office experience will be eligible for consideration and will receive a response.