

COMMUNITY NAVIGATOR

About the Organization: Building One Community (“B1C”) is a non-profit organization established in 2011 as a comprehensive resource center for immigrants in the Stamford, Connecticut area. Our programs Educate, Employ and Empower immigrants and Engage with the entire community. From English language learning to job skills training to legal and family support, these programs fulfill our mission to advance the successful integration of immigrants and their families.

Position: We seek a compassionate and outgoing **Community Navigator** who will connect with the local Haitian community and support immigrants by connecting them to B1C programs. The ideal candidate will have strong Haitian-Creole communication skills and familiarity with the local Haitian immigrant community. This 20 hour per week part-time position requires onsite attendance and reports to B1C’s Program Director. It involves occasional evening and weekend assignments.

Primary Duties:

- Create and implement an outreach plan targeted to the area’s Haitian community in close coordination with the Program Outreach Coordinator & Communications staff
- Cultivate relationships and connect individuals from the local Haitian community to our programs and services; attend community fairs and events where the Haitian community gathers
- Support B1C program teams (Legal Services, Skills Development, Hiring Site, ELL & Family Services) with appointments, program registration, interpretation and event support
- Assist the Communications department in translating all B1C program flyers and other materials into Haitian Creole
- Recruit and supervise Haitian Creole-speaking volunteers who can assist program beneficiaries with document translations, applications, letters & other correspondence
- Enter data into Salesforce database; produce reports and analyze results with the goal of improving services; use B1C’s internal referral service to connect participants to B1C services

Qualifications & Skills:

- Fluency in Haitian Creole and English with demonstrated written and verbal communication skills; Spanish and/or French language proficiency a plus
- 2+ years experience providing social services to immigrant populations
- Familiarity with needs of the local Fairfield County Haitian immigrant community
- Bachelor’s degree or equivalent work experience in a social services field preferred
- Strong interpersonal communication skills, as well as confidence and ability to present to groups of people with diverse backgrounds
- Effective and timely task-management skills
- Strong proficiency with Microsoft Office software
- Experience with Salesforce or another database system a plus
- Belief in the organization’s mission and goals, with strong commitment to the empowerment of low-income immigrant populations

To apply for this position, please submit your resume and a cover letter to jobs@b1c.org. No telephone calls please.

Building One Community is an Equal Opportunity Employer