

# Temporary, Part-time Immigrant & Refugee Accompaniment Associate



April 29, 2021

## OVERVIEW

The Church Council of Greater Seattle (CCGS) seeks a part-time Accompaniment Associate, proficient in English and Spanish, to play a primary role in coordinating the behind-the-scenes of the CCGS Accompaniment Hotline. The associate will be responsible for the essential tasks of connecting immigrant community members with accompaniment volunteers to support the requester in navigating various immigration-related accompaniments. This position is both administrative and relational in nature.

El acompañamiento es la práctica de caminar juntos (o virtualmente), a través de la vida diaria, y en momentos difíciles y de incertidumbre. Acompañando a nuestra gente en la lucha por la dignidad, respeto, y seguridad mientras navegan por sistemas profundamente rotos e inhumanos. Hacemos nuestro mejor esfuerzo para que la comunidad esté segura que aquí hay una comunidad aquí para ellos, que no están solas!

See the flyers on how to request accompaniment through CCGS: [English version](#), [Spanish version](#).

## RESPONSIBILITIES

### *CCGS Accompaniment Hotline*

- Receive accompaniment requests through the CCGS hotline and complete intake form or record necessary information on our database. Identify, connect, and facilitate matching an accompaniment volunteer and community member.
- After the accompaniment, solicit and record feedback and ensure all information is accurately recorded in the Accompaniment Tracking database.
- Strategically thinking with the Accompaniment Organizer on incorporating feedback to strengthen community relationships and program.
- Maintain regular weekly communication with the Accompaniment Organizer with at least one-to-one zoom meeting.
- Manage accompaniment infrastructure tasks such as data entry and translating documents into Spanish.

*This document is available online at <http://www.thechurchcouncil.org/accompaniment>*

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### *Partner Organization & Community Outreach*

- Have a high participation in WAISN Accompaniment Subcommittee and general monthly meetings if time allows. Reporting, and actively listening on accompaniment work. Help with scheduling, facilitating, follow-up, and/or notetaking for meetings.
- Participate in outreach listening sessions with new partner organizations and impacted immigrant community leaders.
- Support in creating and placing outreach materials onto the community such as to the King County Department of Public Defense, CCGS social media platforms, newspapers, and Immigration and Criminal Defense Attorneys

### *Volunteer Training & Engagement Support*

- Support the Accompaniment Organizer in the preparation of virtual volunteer trainings and community gatherings.
- Learn the WAISN/CCGS Accompaniment Training material and support trainings in presenting the material/program out into communities.
- Support in strategic & periodic communication with accompaniment volunteers immigrant community members.

The Accompaniment Associate will work directly and under the supervision of the Church Council Accompaniment Organizer.

### **Essential Skills**

- Bilingual in English and Spanish. Must be able to speak, write, and read documents in both languages.
- Comfortable learning and using different technology platforms and tools.
- Detail-oriented and able to keep records up-to-date and accurate.
- Maintain strict confidentiality with sensitive information.
- Relative familiarity with the U.S. immigration system from a community perspective.
- Passion for community-based efforts for immigrant rights
- Experience working with immigrant communities
- Ability to hold trust and good-rapport between impacted immigrant community members, colleagues at partner organizations, and allied accompaniment volunteers who are mainly connected with local congregations of various religious traditions.
- Candidate shall demonstrate a community-based approach that is anti-racist, grounded in cultural humility, works well with those most-impacted or marginalized, and is LGBTQIA-affirming.
- Ability to work well in a team setting and be self-motivated to work independently on projects.
- Adaptability and understanding of the ever-evolving nature of community-based efforts and the variability of the frequency and timing of accompaniment requests.

*Candidates who have personal experience navigating the U.S. immigration system, are people of color, are part of the LGBTQIA community, and/or have a connection to a faith tradition/congregation/spiritual community are strongly encouraged to apply.*

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*As an Equal Opportunity Employer, The Church Council of Greater Seattle considers applicants for all positions regardless of race, color, religion, creed, gender, national origin, age, disability, marital status, veteran status, sexual orientation, or any other legally protected status.*

### TIME COMMITMENT & COMPENSATION

- 12 hours per week with a proposed schedule of 3-5 days a week, Monday through Friday.
- The ideal candidate can make a 7 month commitment beginning in May 2021.
- Compensation is \$21.00 an hour, with pro-rated vacation and sick-time.
- CCGS offers flexibility in scheduling and the opportunity to work remotely

### APPLICATION DETAILS

**Please submit the following by 4 p.m. on May 14, 2021 by applying [here](#):**

**[https://docs.google.com/forms/d/1Ymyr\\_rVzEPQ15r7FMovIo0gVfhTaRoOZkC4ONrKHnLM/edit](https://docs.google.com/forms/d/1Ymyr_rVzEPQ15r7FMovIo0gVfhTaRoOZkC4ONrKHnLM/edit)**

Please note that a background check will be run for final candidates. You may disclose any history in the Church Council application or interview phase of the application process.