



# KITSAP IMMIGRANT ASSISTANCE CENTER

RIGHTS | RESOURCES | REPRESENTATION

## Program Coordinator

Bremerton, WA

Department: Family Services

Reports to: Director of Family Services

Work Location: In-person

Job Status: Full-time

Job Type: Nonexempt

Amount of Travel Required: 10%

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## Summary

Founded in 2004, the Kitsap Immigrant Assistance Center (KIAC) advances the well-being and power-building of immigrants through education, advocacy, and social justice. We envision a community where all people, regardless of birthplace, have access to justice, respect, and opportunity. KIAC provides free and affordable immigration legal services, family support, tax and business assistance, and advocacy. Our clients come from over 70 countries, speaking more than 60 languages.

The Family Services Program Coordinator plays a vital role in ensuring community members—especially immigrant and refugee families—have access to resources that promote health, stability, and well-being. This position coordinates a wide range of services and events, including medical and dental clinics, community education workshops, clothing and food distributions, tutoring programs, and the annual holiday celebration. The role involves frequent collaboration with volunteers, health providers, partner organizations, and internal teams.

This is a highly relational and community-facing role, with approximately 60% of the workload focused on health access and education, and the remainder dedicated to broader wraparound family services and community partnerships.

## Essential Functions

### Health Access & Wellbeing Services

- Coordinate 4-5 medical and dental clinics per month in partnership with providers like Peninsula Community Health Services and coordinate external referrals with other partners.
- Manage diabetes education programming and community wellness workshops (e.g., gender-based violence prevention, chronic illness).
- Coordinate health-related services, including outreach, referrals, and navigation for access to insurance, financial assistance for medical bills, and connections to care providers.
- Coordinate schedules and support for volunteer health professionals.

## Resource Navigation & Family Support

- Provide support during walk-in hours and scheduled appointments to assist clients with accessing services including housing, food, clothing, employment, resume building, and public benefits.
- Assist with family safety and immigration preparedness, including supporting clients in completing Power of Attorney documentation.
- Maintain updated referrals to key partners such as New Beginnings, KidVantage, and Early Head Start.
- Coordinate the La Canasta program: monthly food, clothing bundle distribution, and 0-5yrs kids supplies. Manage volunteers and inventory procurement and tracking.
- Distribute emergency grocery gift cards to eligible families.

## Transportation Safety Access

- Coordinate the car seat distribution and education program.
- Support the development and implementation of transportation-related processes (e.g., driver's ed scholarship program).
- Assist family services team with planning around public transit navigation and transportation access resources.

## Education & Tutoring Programs

- Coordinate the language and civics tutoring and education support: orient volunteers, match tutors with students, and manage communications and check-ins.
- Track program progress and support tutor-student relationships through periodic gatherings or celebrations.
- Support broader education programming for economic mobility and wellness.

## Event Planning & Community Engagement

- Support advocacy and Know-Your-Rights (KYR) events in collaboration with the legal team by assisting with logistics and outreach.
- Lead planning and project management of all aspects of the annual Holiday Celebration logistics including budget, food, registration, establishing partner activities, and coordinating volunteers. Work with the development team on resource acquisition for the event.
- Collaborate with the Development & Communications team on social media outreach and storytelling for events and programs.
- Support the coordination or outreach for community events that promote well-being and immigrant rights.
- Coordinate interpreters and event volunteers in collaboration with the operations team.

## Other Responsibilities

- Meet regularly with the Family Services team and attend staff meetings.

- Work closely with the Director of Family Services to monitor grant budgets, ensure alignment with allowable expenses, and prepare data and documentation for reporting requirements.
- Track program-related expenses and maintain accurate records for purchases, reimbursements, and event supplies in line with budget and procurement policies.
- Assist with data collection and program reporting and evaluation.
- Collaborate on organization-wide initiatives, advocacy efforts, and community events that align with the organization's mission.
- Support with interpretation as needed.
- Perform other duties as needed to contribute to the overall success of the organization's mission.

## Required Qualifications

- Fluency in both English and Spanish (written and spoken).
- Experience in social work, public health, community organizing, or nonprofit program coordination.
- Excellent organizational and interpersonal communication skills.
- Excellent written and verbal communication skills.
- Strong ability to work both independently and collaboratively across teams.
- Proficiency in Microsoft Office, Google Workspace, and database entry/client management systems
- Ability to handle sensitive information with discretion and professionalism.
- Available for occasional evening or weekend events.
- Valid driver's license and reliable transportation. Must also have vehicle insurance per Washington state law.
- Ability to pass a background and driving record check indicative of the position requirements.
- Deep commitment to serving and working alongside immigrant and refugee communities.

## Desired Skills

- Familiarity with trauma-informed approaches and issues impacting survivors of gender-based violence, particularly within immigrant communities.
- **Familiarity with Mam (Guatemalan language)** or a basic understanding of Mam, with the ability to communicate key information, is preferred.

## Physical and Emotional Demands

While performing the duties of this job, the employee will be regularly required to be both stationary and mobile; occasionally lift up to 40 lbs; communicate and manage workflows in person, over the computer and via phone; drive a vehicle to additional events or meetings.

This position is primarily in-office work. Additional travel in surrounding regions for events may be required occasionally. This position regularly interacts with clients, community members, and partners.

## Reasonable Accommodations Statement

To accomplish this job, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform essential functions.

## Compensation

This is a salaried nonexempt position. The pay range for this position is \$26-29.26 /hr , depending on experience.

## Benefits

KIAC offers a benefits package with KIAC paying 100% of the medical, dental, and vision plan. Employees are able to add dependents (at cost). Benefits package includes generous paid time off and retirement benefits with a 3% employer match.

## To Apply

[Click here to apply and submit resume, cover letter, and references.](#)

Submit resume, cover letter, and references:

- Cover letter: outline your interest in the position and how your experience qualifies you for this role.
- References: Provide names of three persons not related to you. Include at least one previous or current supervisor. For each person, include name, position title, organization/company, email, phone, relationship to you (e.g. colleague, supervisor).

Applications will be reviewed on a rolling basis until the position is filled.

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We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

Reasonable Accommodations Statement: Applicants with disabilities may be entitled to reasonable accommodation under the terms of the Americans with Disabilities Act and certain state or local laws.