KIAC
KITSAP IMMIGRANT ASSISTANCE CENTER

Community Engagement Coordinator

October 2026

Department: Family Services
Reports to: Program & Advocacy Director
Amount of Travel Required: 30%
Work Location: In-person, Bremerton, occasionally Port Townsend

Job Status: 1.0 Full-time
Job Type: Salaried Nonexempt

About Kitsap Immigrant Assistance Center

Founded in 2004, Kitsap Immigrant Assistance Center (KIAC) envisions a community where everyone, regardless of where they were born, has fair and equitable access to justice and opportunity. Based in Bremerton, KIAC provides families across the West Sound region with wraparound legal and social services that support stability, safety, and long-term community wellbeing.

KIAC's work includes immigration legal services, family support services, youth and family programs, medical and dental access support, tax assistance, rent and emergency support, and small business assistance. Through community partnerships and culturally responsive services, KIAC works alongside immigrant communities to navigate complex systems, advocate for their rights, and build collective power.

Position Summary

The Community Engagement Coordinator supports KIAC's mission to advance the well-being and power-building of immigrant communities through education, advocacy, and social justice. This position builds meaningful relationships with community members and families, facilitates access to essential resources, coordinates educational workshops and community activities, and supports grassroots organizing and collective participation in advocacy efforts.

The Coordinator provides culturally responsive, community-centered support to individuals and families navigating complex systems, including health care, hospital charity care programs, housing and rental assistance, and other social services. The position also conducts community outreach, supports youth and family education initiatives, and creates opportunities for immigrant community members to identify shared concerns, develop leadership, organize around community priorities, and participate in advocacy and systems-change efforts.

Working collaboratively across KIAC programs, the Coordinator helps ensure that community voices, experiences, and priorities inform the organization's programming and advocacy. This position also

coordinates with the Communications team to share timely and accessible information and assists with broader organizational needs.

This is a hands-on, community-facing position that requires flexibility, strong relationship-building skills, sound judgment, and a commitment to working alongside immigrant communities with dignity and respect. Approximately 30% travel is required to support outreach, services, programs, and community activities across KIAC's service area.

Essential Duties and Responsibilities

Community Outreach and Engagement — 15%

- Build and maintain relationships directly with community members and families to strengthen engagement with KIAC and its programs.
- Conduct outreach to increase awareness of KIAC programs, services, workshops, and community resources.
- Participate in community meetings, resource fairs, outreach events, and other activities to connect with communities.
- Identify emerging community needs, concerns, barriers, and service gaps and share feedback with program leadership.
- Help ensure community members receive accurate, accessible, and culturally responsive information about available resources and services.
- Support the development and distribution of outreach materials in coordination with the Communications team.
- Develop opportunities for ongoing engagement with community members beyond individual service interactions.

Family Resource Navigation and Direct Support — 25%

- Provide resource navigation and individualized support to community members seeking assistance with health care, hospital financial assistance and charity care programs, housing, rental assistance, food access, and other essential needs.
- Help individuals understand eligibility requirements, identify appropriate resources, complete applications, gather documentation, and navigate referral processes.
- Provide follow-up and coordinate referrals to help community members access available services and resources.
- Conduct needs assessments and provide case management or service coordination appropriate to the program's scope, policies, and available resources.
- Maintain accurate, timely, and confidential client records, service notes, referrals, and outcome data.
- Help community members understand available options while respecting their autonomy, priorities, and decisions.
- Recognize urgent or complex situations and coordinate with appropriate KIAC staff or external providers when additional support is needed.
- Maintain professional boundaries and follow organizational policies regarding confidentiality, data protection, mandated reporting, and client safety.

Youth and Family Education and Workshops — 15%

- Coordinate, facilitate, and support educational workshops and activities for youth and families.
- Assist with planning workshop content, preparing materials, coordinating facilitators, managing registrations, and arranging logistics.
- Support culturally relevant, accessible, and engaging learning opportunities that respond to community interests and identified needs.
- Help develop and deliver educational programming related to family well-being, resource access, community participation, and other relevant topics.
- Coordinate with KIAC staff and subject-matter experts to strengthen workshop offerings.
- Collect participant feedback, maintain attendance records, and document program outcomes to support continuous improvement.
- Help create welcoming spaces where youth and families can participate, build relationships, and share their knowledge and experiences.

Community Organizing and Advocacy Engagement — 15%

- Build relationships with community members to identify shared concerns, community priorities, and opportunities for collective action.
- Support grassroots organizing efforts that bring immigrant community members together around issues affecting their families and communities.
- Facilitate community conversations, listening sessions, gatherings, and other spaces where community members can share experiences, identify priorities, and develop collective responses.
- Engage and mobilize community members to participate in advocacy activities, including community forums, public meetings, legislative engagement, campaigns, demonstrations, and other civic participation opportunities.
- Support community members in developing leadership, building advocacy skills, sharing their stories, and participating in decision-making spaces.
- Assist with planning and coordinating advocacy activities, including outreach, participant preparation, transportation, interpretation, materials, and follow-up.
- Work with the Director of Programs & Advocacy to connect community-identified priorities with KIAC's advocacy strategies and initiatives.
- Help document community feedback, emerging issues, participation, and outcomes to inform KIAC's advocacy and programmatic work.
- Develop relationships with community members who are interested in taking on leadership roles and participating in ongoing organizing efforts.
- Approach organizing as a relationship-based, community-led process that recognizes immigrant community members as leaders, decision-makers, and agents of change.

Family Services and Organizational Program Support — 20%

- Assist with the planning, coordination, and implementation of family services programs and related initiatives.
- Support program logistics, including scheduling, participant communication, materials preparation, transportation coordination, supply management, and event setup.

- Collaborate with program staff to ensure activities are implemented effectively and align with program goals and organizational priorities.
- Assist with organization-wide events, community gatherings, workshops, and special initiatives as assigned.
- Coordinate with the Communications team to provide timely information about upcoming programs, community activities, service updates, and outreach opportunities.
- Prepare program updates, participant information, and basic reports to support internal communications and reporting
- Work collaboratively with the team to collect and maintain program data and participant information and assist with grant reporting, outcomes tracking, and assessment and evaluation activities.
- Identify operational challenges and communicate opportunities to improve program coordination and participant experience.
- Provide cross-program support as needed to help KIAC respond to evolving community and organizational needs.
- Support implementation of grant-funded activities across family and youth programs.
- Ensure documentation and reporting requirements are completed accurately and on time.
- Collaborate with the Development & Communications team on content for outreach, storytelling campaigns, and events.

Organizational Support and Additional Responsibilities— 10%

- Meet regularly with the Family Services team and participate in staff and committee meetings as assigned.
- Collaborate on organization-wide initiatives, training, committees, advocacy efforts, and community events that align with the organization's mission.
- Provide front desk and reception coverage as assigned, including greeting visitors, responding to general inquiries, directing calls, and connecting community members with appropriate staff or services.
- Help maintain an organized, welcoming, and accessible office environment.
- Work collaboratively across departments and contribute to a flexible, team-oriented workplace.
- 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).
- Excellent written and verbal communication skills in English and Spanish.
- Excellent organizational and interpersonal communication skills.
- Experience in community outreach, family support, resource navigation, case management, social services, community organizing, education, or a related field.
- Experience working with immigrant and refugee communities or other communities facing barriers to accessing services.
- Demonstrated ability to build trusting relationships with individuals and families from diverse backgrounds.
- Strong interpersonal, communication, organization, and follow-through skills.
- Ability to help people navigate complex service systems, identify appropriate resources, and coordinate referrals.

- Ability to handle sensitive information with discretion and professionalism.
- Ability to engage community members around shared interests, concerns, and community priorities.
- Ability to facilitate conversations, build relationships, and encourage meaningful community participation.
- Ability to manage multiple responsibilities, prioritize competing needs, and work independently and collaboratively.
- Strong documentation skills and the ability to maintain accurate, confidential records.
- Commitment to cultural humility, language access, equity, and community-centered service delivery.
- Ability to travel approximately 30% of the time to community locations, program activities, and events across KIAC's service area.
- Proficiency with standard office software, email, calendars, and data-entry systems.
- 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.
- Available for evening or weekend events.

Preferred Qualifications

- Experience in grassroots organizing, community mobilization, civic engagement, advocacy, or collective action.
- Experience coordinating workshops, educational activities, youth programs, or family engagement initiatives.
- Familiarity with health care access, hospital charity care, housing and rental assistance, public benefits, and community-based social services.
- Experience with case management databases, client tracking systems, or program evaluation.
- Multilingual skills, particularly in languages spoken by the communities KIAC serves.

Core Competencies

- **Relationship Building:** Establishes trust through respectful communication, consistency, and accountability.
- **Community-Centered Practice:** Recognizes community members as active decision-makers and partners in identifying solutions.
- **Community Organizing:** Builds relationships, identifies shared priorities, supports collective participation, and helps develop community leadership.
- **Resource Navigation:** Approaches complex systems with persistence, attention to detail, and a commitment to reducing barriers.
- **Program Coordination:** Organizes activities, manages logistics, and follows through on commitments.
- **Adaptability:** Responds constructively to changing priorities and emerging community needs.
- **Collaboration:** Shares information, coordinates across teams, and contributes to collective organizational goals.
- **Cultural Humility and Language Justice:** Supports meaningful access to services and recognizes the importance of language, culture, and lived experience.

- **Professional Judgment:** Maintains confidentiality, appropriate boundaries, and sound decision-making in sensitive situations.

Physical and Emotional Demands

- This is primarily an in-office position, with the expectation that the employee will work onsite approximately 80–90% of the time. Limited remote work (approximately 10–20%) may be permitted with supervisor approval, depending on program schedules, service needs, and organizational priorities.
- Work takes place in office, community, and event settings. Duties require a combination of desk work, mobility, communication by phone and computer, and occasional lifting of up to 35 pounds. The position may require transporting program materials, setting up event spaces, and assisting with program logistics.
- Approximately 30% travel is required within KIAC's service area, with occasional travel to surrounding regions for meetings and events. A valid driver's license and reliable transportation are required.
- Some evening and weekend hours may be necessary to support workshops, outreach, community organizing, and organizational events.
- The position may involve engaging with sensitive topics related to trauma, immigration experiences, and other challenges affecting immigrant communities.
- A valid driver's license and access to reliable transportation is required, subject to KIAC policy and applicable law. Must be able to drive a vehicle to additional events or meetings, or to transport participants.

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 $24.50-28.85 /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

We encourage applicants to apply even if they do not meet every qualification listed. Research consistently shows that women, people of color, immigrants, people with disabilities, and other

historically excluded groups are less likely to apply unless they meet every requirement. If you believe you could thrive in this role, we encourage you to submit an application.

Click here to apply and submit resume and cover letter.

Cover letter: outline your interest in the position and how your experience qualifies you for this role.

Professional references will be requested from finalists. We understand that not all applicants can provide a current supervisor reference and will work with candidates to identify appropriate professional references.

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

Start Date flexible: November 8, 2026

KIAC believes our strength comes from the communities we serve and the diversity of experiences, identities, and perspectives within our team. We are committed to building an inclusive workplace where all employees are treated with dignity, respect, and belonging.

We strongly encourage applications from immigrants, refugees, people of color, multilingual and multicultural candidates, LGBTQIA+ people, people with disabilities, and individuals from communities that have been historically excluded from opportunity.

KIAC is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, or any other protected status under applicable law.