



Mayor's Office of Immigrant Affairs

Position Title: Neighborhood Organizer
Job ID Number: 46036
Education Level: Undergrad, Graduate

MOIA seeks Neighborhood Organizers who are willing to learn and experience the interaction with the different Immigrant communities, partnership with community Base Organization through different events.

About the Office:

The Mayor's Office of Immigrant Affairs (MOIA) was established pursuant to the New York City Charter to promote the wellbeing of immigrant communities by recommending policies and programs to ensure that immigrant New Yorkers have equal access to government services and have the resources available to thrive in the civic, economic, and cultural life of the City. The Outreach and Organizing team at MOIA build community power and capacity with impacted immigrant communities by raising awareness of City services and listening to community needs. In addition, the team advances key Administration and MOIA-led priorities by delivering relevant services to vulnerable immigrant populations, including undocumented New Yorkers and those with limited English proficiency. MOIA supports the continued operation of the IDNYC municipal ID card program. The Outreach and Organizing team is critical in raising awareness and activating card holders to renew their cards. MOIA also spearheads several initiatives to expand free legal and health services for immigrant communities through ActionNYC and NYC Care. MOIA's work cuts across a broad range of issues citywide and MOIA works closely with cities around the country to promote innovations in immigrant access to services.

About the Role:

MOIA seeks a Neighborhood Organizer who are willing to learn and experience the interaction with the different Immigrant communities, partnership with community Base Organization through different events. Each Neighborhood Organizer is assigned a geographic "turf" area within the city where they will serve as MOIA's representative. Neighborhood Organizers develop deep relationships with grassroots leaders and community members across various sectors and levels, including community-based organizations, schools, religious institutions, hospitals, and libraries. The organizer will be joining a close-knit highly and supportive team. On average, Neighborhood Organizers spend 75% of their time in their assigned field placement and 25% of their time in the office. The selected candidate will work closely with other City and nonprofit partners to conduct outreach to ensure that the concerns of New York City's diverse immigrant communities and community-based organizations are accounted for in the implementation of City programs.

The Neighborhood Organizers' duties will include, but not be limited to, the following:

- Develop and implement outreach tactics to reach immigrant New Yorkers and other communities eligible services including IDNYC and Action NYC;

- Propose and organize large-scale events such as Iftar in the City, Interfaith Passover Seder, and community town halls. Organizers are expected to coordinate all components of the event planning including compiling procurement requests, liaising with other City agencies, and working with key community members;
- Contribute to rapid response work, including organizing and participating in last minute engagements such as rallies, vigils, and press conferences;
- Provide guidance and assistance in ensuring MOIA and other City partners are communicating effectively with diverse and hard to reach immigrant communities;
- Attend community meetings and events to provide information and resources.
- Disseminate education and outreach materials in target neighborhoods by tabling at events, delivering presentations, and conducting community canvasses.
- Report impact of qualitative and quantitative work on a regular basis through a CRM system.
- Identify and develop relationships with community partners.

Qualifications:

- Cultural fluency and high level of comfort working alongside and in partnership with diverse communities and coworkers
- Ability to communicate professionally, both verbally and in writing.
- Comfort with public speaking on a regular basis
- Experience working in a high-speed environment with attention to detail
- Ability to juggle multiple priorities.
- Excellent interpersonal skills
- Ability to engage, motivate, and inspire others.
- Willingness to regularly work evenings and weekends.
- Proficient multilingual staff a plus
- College Student candidates must be an enrolled and registered student accumulating credits. Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school.

Salary:

Undergraduate College Students: \$15.75 per hour

Graduate Students: \$17 per hour

To Apply Select: [2023 Summer Internship Program Application](#)

Applicants can select and apply to a maximum of three (3) positions within the application. A completed application includes:

- Most recent resume
- Cover letter
- One (1) essay question
- All required fields completed

The Office of the Mayor and the City of New York are equal employment opportunity employers.

The Adams Administration values diversity — in backgrounds and in experiences that is reflective of the city it serves. Applicants of all backgrounds are strongly encouraged and welcomed to apply.

For current job opportunities in the NYC Mayor's Office visit the [Mayor's Office Job's Page](#)

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at HR@cityhall.nyc.gov.