

Job Title: Citizenship Community Navigator

Job Type: Part-Time Contractor

Department: Service Department

Organization: NAKASEC TX

Location: Greater Houston Metropolitan Area

Duration: Temporary (about 40 weeks)

- 1 Korean-English Speaker

Hours/Compensation: 20 hours per week, \$20-\$22 per hour

Reports to: NAKASEC TX Social Service Coordinator

The National Korean American Service & Education Consortium (NAKASEC) is hiring a dedicated and multilingual Community Navigator to join our team for a 40-week temporary position. The Community Navigator will play a crucial role in assisting individuals in their journey to obtain U.S. citizenship through the N400 application process. This position involves supporting citizenship workshops, providing resources, and encouraging community members to become navigators who can support others in their community. *No previous experience is needed.*

Who we are

NAKASEC was founded by local Korean community-based organizations from across the United States. These organizations felt the need for a strong, progressive voice that could impact federal policy and build a national movement. NAKASEC remains strongly connected with and informed by the local groups that originally formed us. Our affiliates serve as our channel to learn more about the issues impacting our community members at the grassroots level. This local-to-national channel directly informs NAKASEC's national campaigns, policy agenda, and other projects.

NAKASEC is partnering with Texas community-based leaders to build a strong base and leadership of Korean Americans in the Houston area to create real changes at the local and state levels as part of a national movement building. To that end, the Texas Organizing Project will provide critical social services, community education, cultural programs, and community organizing, including civic engagement and advocacy. The year-round civic engagement program will target Korean American voters throughout the state of Texas.

NAKASEC is a leading Asian American organization advocating for progressive systemic change at the local, state and federal levels. NAKASEC's affiliates are [HANA Center](#) (Illinois), [Woori Center](#) (Pennsylvania), [MinKwon Center for Community Action](#) (New York), [Hamkae Center](#) (Virginia).

Primary Duties and Responsibilities:

- Outreach and engage with immigrants, who hold green cards, to build trusted relationships, promote benefits of citizenship in the Greater Houston Metropolitan Area.
- Assist in organizing citizenship informational sessions and workshops.
- Gather information and data on eligible immigrants, who are eligible for citizenship.
- Follow up with clients to ensure they have the services and support they need when applying for citizenship.
- Track the number of individuals engaged during tabling events and information sessions.
- Make phone calls to build rapport with community members, learn about their needs, and connect them with available resources and support.
- Attend mandatory educational N-400 citizenship navigator education programs and team meetings.
- Perform additional duties as assigned.

Required Qualifications:

- Fluent in English and Korean.
- Basic computer skills: sending and receiving emails, conducting online information searches, and entering information on spreadsheets.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Must be organized, detail-oriented, and capable of managing multiple tasks.
- Cultural sensitivity and the ability to work effectively with a diverse community.

Special Working Conditions and Demands:

- Flexibility to work evenings and weekends as needed.
- Ability to work outdoors in varying weather conditions (heat and cold) for community tabling and outreach events.
- Access to a car, a valid driver's license, insurance coverage, and the capacity to travel within the metropolitan area.
- Dedication to social justice and a history of working with low-income and culturally diverse communities.

NAKASEC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.