



Lutheran Immigration and Refugee Service

Network Engagement Specialist

Protecting, Embracing and Empowering / Service and justice / Advocating for migrants and refugees

If you are passionate about transforming communities with a mission-driven organization, then we have the opportunity for you!

Lutheran Immigration and Refugee Service (LIRS) is seeking a **Network Engagement Specialist (NES)** who will develop critical materials on promising practices in refugee employment that lead to improved self-sufficiency outcomes for refugees within the Higher Network, the Office of Refugee Resettlement's (ORR) funded technical assistance project focused on refugee employment. This includes supporting the Higher network in developing innovative strategies for refugee economic integration beyond the initial resettlement period. The Network Engagement Specialist will be responsible for all areas of online engagement and metrics that are tracked for each platform. The NES will ensure that current and relevant news, tools, and resources are disseminated to refugee employment networks through blog posts, the Higher website, and in-person and online trainings. The incumbent works with the Higher Program Manager to provide training and resources to refugee employment program staff and create opportunities for cross-agency learning and collaboration. The incumbent assists the Program Manager in developing technical assistance priorities based on information gathered during in-person trainings, webinars, TA requests, and other interactions with the Higher network.

Higher provides newcomer workforce solutions to corporations across the U.S. while supporting career entry and advancement for resettled refugees and other new Americans. Higher nurtures welcoming communities by assisting corporations, states, counties, resettlement agencies, and ethnic-community based organizations, workforce development boards, and policy-makers in their efforts to help refugees gain economic stability and create opportunities to fully participate in the American dream. The Higher network includes all nine national resettlement agencies, state refugee coordinators, and mainstream workforce professionals, among others.

Responsibilities Include:

- Identify and analyze promising practices in the field of refugee employment and overall integration.
- Responsible for creation and dissemination of blog posts online and via mass mail.
- Creates and builds other communication materials, e.g. written reports, website, newsletters, PowerPoint presentations etc.
- Provide support for the Higher Online Learning Institute section of the LMS for functionality.
- Track metrics regarding views of blog, website, and LMS.
- Support the Program Manager in delivering in-person trainings.
- Enhance capacity to disseminate research findings and respond to requests for information about research and data from national, state and local partners.
- Represent Higher outside of the organization at meetings and at a wide variety of speaking engagements.
- Compile data necessary to track ORR deliverables for semi-annual reporting.
- Work collaboratively with the unit staff on new and ongoing initiatives.

Qualifications:

- Undergraduate degree required in public policy, economics, business, social sciences or related field.
- Minimum of three years' experience in refugee/migrant workforce development.
- Excellent written and verbal communication skills, and the proven ability to write public facing content
- Understanding of the principles and practice of network engagement; experience with managing network relationships; ability to read, empathize and react to network members.
- Demonstrated skills in qualitative and quantitative analysis.
- Web communications experience, including social media.
- Training experience, understanding of adult learning pedagogy.
- Experience managing events and convenings.
- Outstanding organizational skills and ability to manage multiple projects simultaneously with attention to details.
- Proficiency in Microsoft Office applications and other computer applications.
- Deep commitment to LIRS's core values and ability to model those values in relationships with colleagues and partners.

Organization Summary:

Headquartered in Baltimore's beautiful Inner Harbor, with offices in Washington, DC, Lutheran Immigration and Refugee Service (LIRS) is a national faith-based organization with a 77-year history, a budget of approximately \$70 million per year, and over 100 headquarters staff.

LIRS is widely-recognized for its expertise in implementing federal programs on behalf of refugees and migrants living within the borders of the United States. Working with and through partners across the country, LIRS resettles refugees, reunites children with their families or provides loving homes for them, conducts policy advocacy, and pursues humanitarian alternatives to the immigration detention system.

Application Instructions:

To be considered, please submit a resume and cover letter to, by close of business on **Wednesday, October 18, 2017**, via <http://lirs.iapplicants.com/ViewJob-761189.html>. For more information about LIRS, please visit www.lirs.org.

Lutheran Immigration and Refugee Service provides equal employment opportunities to all without regard to race, color, religion, sex, national origin, age, disability or genetics.