



**Now Hiring:**

## **Naturalization Navigators**

Are you a change-maker? This position will require someone who sees the big picture and can coordinate resources while managing the fine details to make it ALL happen. An ability to work with a wide variety of people and various agencies, along with being highly organized and able to meet deadlines, will make you successful in this position.

**UMCM Suncoast**, a dynamic non-profit organization on the west coast of Florida, is seeking Naturalization Navigators to guide Legal Permanent Residents through the naturalization process toward US Citizenship.

Navigators will be **responsible for:**

- helping program participants complete enrollment
- assessment of student skills and placement in classes
- arranging legal screenings and meetings
- ensuring that participants progress quickly toward citizenship while meeting and overcoming any challenges along the way

Timely, accurate, and detailed reporting of student activity and progress is required and expected.

**Qualified** applicants will have:

- Bachelor's Degree
- At least 5 years' experience providing adult literacy instruction
- At least 3 years' experience providing citizenship instruction

Ideal candidates will also have **experience** with:

- Grant management
- Project coordination
- Windows based computer programs
- Databases

This is a part time position (up to 10 hours per week), and working hours during evenings and weekends will be expected.

If you are resourceful, communicative, self-motivated, and detail oriented, come be a part of a program that will assist over 100 people to become US Citizens this year. If you are interested in the Naturalization Navigator position and are able to work in one of these three locations - Temple Terrace in Hillsborough County, Kenneth City in Pinellas County, or downtown Bradenton in Manatee County - **please send your resume and cover letter to [hr@umcmsuncoast.org](mailto:hr@umcmsuncoast.org) with Naturalization Navigator in the subject line.**