



Position Title: **DACAWorks Program Coordinator**

**Position Title:** DACA Program Coordinator

**Employment Type:** Full-Time (40hrs/Week) (9 AM - 5 PM)

**Salary:** \$44,000 for the first 6 months, with a 3-month probationary period. Upon satisfactory performance at 6 months, salary increases to \$54,000.

Includes a \$1,000 signing bonus.

**Anticipated Start Date:** Monday, Feb 2nd, 2026

**Direct Report:** Director Of Operations-Cynthia Gallegos

**Benefits:**

- Comprehensive health, vision, and dental coverage (Employee only)
- 401(k) after 5 months of employment.
- \$1,000 annual wellness stipend.
- Generous time off, including four one-week-long collective rest periods per year, after a 90 day probationary period.

**About Us:**

Juntos Community is a nonprofit organization dedicated to empowering undocumented immigrants, with a focus on supporting DACA recipients to build generational wealth and upward mobility. Through our DACAWorks program, we help DACA recipients learn how to renew their work permits and award grants to remove financial barriers. We also host community-building events to connect and strengthen our community so they can live healthy lives and thrive financially.

We're seeking a dedicated **DACA Program Coordinator** to join our team and play a critical role in advancing our mission.

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**Role Overview:**

The **DACA Program Coordinator** will dedicate two-thirds of their time managing Juntos Community's legal programming for DACA recipients. The remaining one-third will focus on supporting the organization's operational and administrative needs.



This role will also include overseeing the application process for the organization to become DOJ Recognized and obtaining DOJ accreditation for the employee.

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## **Primary Responsibilities:**

### **DACA Program Coordinator (66% of Role)**

- Oversee DACA legal programming, including:
  - One-to-one appointments (virtual or in-person).
  - In-person legal clinics.
  - Virtual legal clinics.
- Provide program plans including budget requirements in advance for timely accounting preparation for all in person clinics to reserve space and recruit participants.
- Recruit and manage team members and volunteers for clinics.
- Collect and analyze participant feedback to continually improve the program.
- Build relationships and lead social and community events for DACA recipients.
  - Manage DACAWorks Alumni Whats App Group and Volunteer Socials Committee.
- Manage the DACAWorks platform and tech infrastructure (admin), including consistent oversight and evaluation of systems, processes, and client feedback, in order to achieve program sustainability.
- Coordinate DACAWorks team consisting of, but not limited to, volunteer and contract attorney(s), administrative assistants, and volunteers.
- Deliver DACA renewal service virtually and in-person to families and clients in Colorado and across the nation via DACAWorks platform and DACA clinics.
- Develop and manage local and national marketing strategies for DACAWorks, including, but not limited to, referral programs, traditional media, and new media.
- Communicate with families, clients, and partners to ensure high quality service and partnership building (including with employers).
- Develop and execute a pro-bono model for paralegals and attorneys to support with DACA clinics.
- Responsible for outreach including but not limited to tabling at events, dropping off flyers at local libraries, schools and immigrant friendly locations as well as gatherings in the community.

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## COMMUNITY

- Manage and report the payments made by participants for the services rendered by the DACA works program.

### **Operations & Administration (34% of Role)**

- Lead the submission process for the organization to become **DOJ Recognized** and apply for **DOJ Accreditation** to team members ensuring compliance with all required regulations and documentation.
  - Complete Comprehensive Overview of Immigration Law (COIL) educational course and receive certification by Dec 2026.
- Support the OPS and overall organizational operations by:
  - Ordering and purchasing office and kitchen supplies.
  - Managing logistics, including obtaining quotes, organizing meetings, and coordinating food orders.
  - Assisting with board meeting preparation and other administrative tasks.
  - Supporting the organization's operational efficiency, including scheduling, recruitment of new team members, and putting together contracts.
- Maintain client records and ensure the verification of income eligibility to award DACA renewal grants within the Shared Juntos Community Drive.
- Manage financial and administrative tasks related to the DACAWorks platform, client trackers, DACA renewal grants, and program credit card(s).
  - Collecting documentation related to paid client fees and all receipts for donor reporting requirements.
- Lead Hubspot integration with DACAWorks.

### **OTHER DUTIES REQUIRED OF ALL STAFF:**

- Attend and promote events.
  - Community events and meetings will occur some nights and weekends.
  - Support with org-wide administration and culture building
  - Support and foster collaboration across programs and departments.
  - Support organization fundraising efforts, including, but not limited to, CO Gives Day and other fundraising events (annual event, etc).
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## Qualifications:

Required:

- At least 3 years of experience in nonprofit management, legal, education/teaching, or related fields.
- Experience working with DACA-recipients and immigrant families.
- Experience submitting DACA applications.
- Must be fluent in English and Spanish and a compelling speaker and writer.
- Must be available to work both in person on Tuesdays and Thursdays (and option for remote work all other times) in Denver, CO 40 hours weekly.
- Must have a strong work ethic and flexibility in response to our families and community partners.
- Tech requirements: Google Workspace, Hubspot, Phone, computer, internet, Zoom and WhatsApp, Stripe/Square, ChatGPT/Bard, Calendly, Typeform

Preferred:

- Teaching/education background; law/paralegal background.
- 5 years of experience in the legal or education field.
- DOJ Recognized and or DOJ Accreditation background meeting compliance with all required regulations.
- Completed Comprehensive Overview of Immigration Law (COIL) educational course and received certification.

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## How to Apply

Interested candidates must submit the following :

- **Cover Letter:** Introduce yourself and explain your interest in the position.
  - The cover letter should not exceed 1 page. 2-3 paragraphs recommended. Cover letter should address the following:
    - The Why. Why do you want to work at/with Juntos Community?
    - Relevant work experience as it relates to the responsibilities of this role.
- **Resume:** Highlight relevant experience and qualifications.
- **References:** Include 3 professional references

## Evaluation



Applications will be evaluated based on the following criteria:

- Relevant experience with DACA related processes
- Relevant skills in organization and communication
- Understanding of our organization's mission and values
- Proven experience in nonprofit management

**Submission Details:**

Please submit your application electronically to [support@juntoscommunity.org](mailto:support@juntoscommunity.org) with the subject line "DACAWorks Coordinator Application" by **Sunday, January 4, 2025.**