

BI Brazos Interfaith IN Immigration Network

Immigrant Liaison Team

Duties and Responsibilities:

The Immigrant Liaison Team is responsible for providing the Board with information about both the urgent and long-term needs of the immigrant community. The committee must work to create and build a strong relationship with the community, including volunteers, donors, partners, and other organizations. Their duty is to assist in the programming and action by BIIN to support and provide resources to the immigrant community. The Immigrant Liaison Team is led by the Immigrant Liaison Board Representative to organize community outreach programs and activities.

Activities include:

- Develop projects and participate in activities to engage and inform the immigrant community. Examples of activities include setting up and staffing an information table at community events like Jamiaca at Santa Teresa, Fiestas Patrias, community health fairs, and Cinco de Mayo events.
- Engage with the community to build a strong relationship.
- Educate the Board on important information that is relevant to the immigrant community.
- Find resources to better connect with the community and expand BIIN's impact.
- Actively search for new partners, volunteers, donors, and others to follow BIIN's mission.
- Attend committee meetings to ensure goals, projects, and other activities are on schedule.
- Support the projects of other Board members and committees when it involves engaging with the community.
- Update research on immigrant issues and laws; attentiveness to what is going on in the community and the nation.

Qualifications:

- Communicate effectively; both orally and in writing.
- Research; constant awareness of laws and other changes affecting the immigrant community.
- Good public speaker; interact with the community.
- Organizational skills; be able to keep up with projects.

Time Commitment: Committee members spend approximately 3-4 hours a month working on job duties.