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| **King County Immigrant and Refugee Commission****VACANCY ANNOUNCEMENT** |

**Background**

On Feb 27, 2018 King County Executive Dow Constantine and members of the County Council signed legislation creating an Immigrant and Refugee Commission, a permanent body committed to integrating, strengthening and valuing immigrant and refugee communities and upholding the county’s commitment as a welcoming community. The Commission, which meets monthly, works to achieve fair and equitable access to county services for immigrant and refugee communities, improve opportunities for civic engagement, set annual goals, and participate in important dialogue on County policies and practices that impact the community. To learn more about the details of Ordinance 18653 for the establishment of a King County immigrant and refugee commission please [click here](https://mkcclegisearch.kingcounty.gov/View.ashx?M=F&ID=5797697&GUID=40702DD1-4C9A-4293-8822-8A361580F369).

**Responsibilities**

Thirteen Commissioners from across King County work together to identify, elevate and develop shared strategies and solutions; streamline and strengthen efforts; and bring more resources to the most pressing issues affecting immigrant and refugee communities. Given the importance of place as a determinant of equity and the accelerated growth of immigrant and refugee populations outside of the City of Seattle, the County’s immigrant and refugee integration agenda will include a specific focus on understanding and addressing challenges faced by communities living in smaller cities and unincorporated areas of the County. Specific Commissioner duties include:

* Assisting and advising the County Executive, County Council, offices of assessor, sheriff, prosecuting attorney, and elections, and all other departments and divisions on issues, programs, policies, and legislation impacting immigrant and refugee communities;
* Promoting civic participation and government representation (including working to encourage hiring in County government, and representation on boards, commissions, and elected offices), of immigrant and refugee community members;
* Collaborating with all levels of government to ensure effective outreach to and engagement of immigrant communities and refugee communities and advise on County’s role with other government entities;
* Working with Equity and Social Justice Office to develop and review core principles on equity as they relate to immigrant and refugee communities in the context of King County policies and operations;
* Assisting with the development and implementation of King County policies and regulations protecting and impacting immigrant and refugee communities;
* Evaluating County programs and services from the perspective of immigrant and refugee communities;
* Increasing public awareness of immigrants and refugees and their contributions to our community;
* Helping develop and/or review County plans to ensure that the interests of immigrants and refugees are given high priority.

**Qualifications**

* Commissioners must reside in King County and be immersed in one or more immigrant/refugee communities
* Commissioners shall reflect the diversity of ethnicities, professional backgrounds, socioeconomic status, and geographic areas that make up the fabric of our communities
* Commissioners should be well-versed on the issues affecting immigrant and refugee communities locally as well as nationally
* People representing immigrant-led and/or faith-based organizations are encouraged to apply
* People who have had personal experiences as refugees or asylees are encouraged to apply
* Socioeconomic status, gender diversity, age, sexual orientation, and ethnic and racial diversity will be considered in the composition of the Commission

**Commitment**

The Immigrant and Refugee Commission is a new body. In the fall of 2018, 13 new members were appointed to serve 1, 2 and 3-year staggered terms. Currently, we are recruiting to fill two partial terms and one full 3-year term. Each member can serve up to full terms.

**Application Process**

Interested candidates must **follow the below steps and apply by Friday, August 16:**

* Complete the **KCIRC Application Form**
* Collect ten endorsements from persons in King County who are immigrants or refugees
	+ These individuals must not be related to the candidate. Please submit one **KCIRC Endorsement Form** per endorsement
* Collect three letters of recommendation—two letters from members of an immigrant and/or refugee community and one letter of recommendation from a nonprofit organization serving immigrant and refugees
* Submit your materials (application, endorsements, recommendations) no later than Friday, August 16 by email (hannelore.makhani@kingcounty.gov ) or by mail:

Hannelore Makhani

Office of Equity and Social Justice

King County Executive Office

1. Fifth Ave, Seattle, WA 98104

**Questions**

Contact **Hannelore Makhani** with any questions in English or Spanish at hannelore.makhani@kingcounty.gov or 206-477-7525.