**JOB POSTING**

**JOB TITLE:** Deputy Director of External Affairs

**SALARY RANGE:** $80,000 - $90,000

CHIRLA offers an excellent benefit package, which includes generous time off, health, dental, vision and 401K plan

**FLSA Classification:** Exempt/Salaried, full-time, regular

**REPORTS TO:** Apolonio Morales, Director of External Affairs

**START:** Open, until filled

**LOCATION:** Statewide

The Coalition for Humane Immigrant Rights (CHIRLA) is a nonprofit organization founded in 1986. CHIRLA is a California leader with national impact made of diverse immigrant families and individuals who act as agents of social change to achieve a world with freedom of mobility, full human rights, and true participatory democracy. CHIRLA organizes and serves individuals, institutions and coalitions to build power, transform public opinions, and change policies to achieve full human, civil and labor rights. Guided by power, love and vision of our community, CHIRLA embraces and drives progressive social change.

**POSITION DESCRIPTION:**

The Deputy Director of External Affairs will play a key role in an exciting interdisciplinary team advancing immigrant protections locally, statewide & nationwide. In partnership with CHIRLA’s Policy, Political and Legal Departments, the Deputy Director of External Affairs will be responsible for advancing CHIRLA’s mission to build a just society fully inclusive of immigrants by strengthening and helping to maintain and grow coalitions.

The Deputy Director of External Affairs is responsible for assisting and helping to coordinate the work of local, regional and Statewide coalitions which includes planning, implementing, and evaluating activities associated with the Coalitions to include providing general oversight for coalition activities and associated projects; grant development, submission, and management; and technical assistance to local/regional coalitions and partnerships that focus on immigration related issues. The Deputy Director of External Affairs will work to develop and implement strategies that will lead to long-term involvement of community institutions, organizations and individuals in the promotion, assessment, and evaluation of coalition activities.

**DUTIES AND RESPONSIBILITIES:**

**Under the Direction of CHIRLA’s Director of External Affairs**

**Coalition Work:**

* Coordinate meeting times, prepare agendas, and communicate with CHIRLA’s California Table for Immigration Reform, Los Angeles Action Table, the Los Angeles Raids Rapid Response Network, and the regional coalition work in Orange County.
* Assist coalition members in conducting annual strategic planning and guide coalition to develop a comprehensive action plan based on needs-assessment and strategic planning.
* Collaborate and work closely with coalition members to promote CHIRLA’s mission and goals.
* Schedule meeting times between new and established coalition partners to maintain and strengthen relationships with allies and partners

**Los Angeles Raids Rapid Response Network:**

* Coordinate meeting times, prepare agendas, and communicates with the Raids Rapid Response Network participants;
* Facilitate the monthly Raids Rapid Response Network in Person Meeting conversations with allies and supporters;
* Works in coordination with the Organizing, Policy and Legal Team liaisons on behalf of CHIRLA as a function of the Raids Rapid Response Network;
* Build and/or participate in local, state and national coalitions, partnerships and task forces working to prepare, monitor, enforcement actions that may lead to deportations of immigrants;
* Assume a leading and strategic role in national, state or local coalition campaigns on enforcement and federal immigration advocacy issues consistent with CHIRLA’s priorities, including lobbying, communications and grassroots outreach to prevent deportations of families.

**SKILLS AND QUALIFICATIONS:**

* Undergraduate degree (immigration law background preferred but not required)
* Minimum of three to five years of knowledge of immigrant organizing models and experience supporting leadership development of grassroots members;
* Experience in building, sustaining and leading immigration coalition work;
* Strong background in community organizing with a demonstrated ability to coordinate issue campaigns with organizations, volunteer grassroots members and leaders;
* Knowledge of and experience with national, state and local organizational players engaged in immigrant rights and related issues;
* Experience in campaign development and implementation;
* Experience on logistics for events and actions;
* Excellent communications skills – verbal and written;
* Excellent organizational skills – good attention to detail and well organized;
* Self-motivated – proven ability to work independently and open to be innovative and creative;
* Proven ability to work under definite timelines and deadlines;
* Knowledge of and commitment to immigrant and worker rights and CHIRLA’s mission;
* Bilingual English/Spanish a must, with excellent oral communication, public speaking, and writing skills;
* Ability to have positive working relationship with CHIRLA staff, members and allies
* Ability to work well with diverse groups and populations;
* Must be flexible and willing to work early morning, evening, and weekend hours; and
* Professionalism, maturity and ability to work as a team and independently.
* Must be flexible and willing to work early morning, evening, and weekend hours; and
* Professionalism, maturity and ability to work as a team and independently
* Highly organized and detail-oriented, with the ability to manage deadlines and multiple tasks effectively and efficiently
* Strong commitment and passion to building immigrant power within a broader strategy toward achieving social, economic and racial justice
* Support CHIRLA’s fundraising goals including Annual Gala, Membership Drive and Women Leading Change activities

To apply, send resume and cover letter to; [**jobs@chirla.org**](http://www.chirla.org:2095/3rdparty/squirrelmail/src/compose.php?send_to=jobs%40chirla.org)

Subject Line should read: **Deputy Director of External Affairs**