**JOB POSTING**

**JOB TITLE:** Northern California Refugee Organizer

**SALARY RANGE:** $56,000 --- 58,240

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:** Sacramento/Bay Area

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 Northern California Refugee Organizer 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 Northern California Refugee Organizer 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 Northern California Refugee Organizer 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 asylee and refugee related issues. The Northern California Refugee Organizer 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:**

* Collaborate and partner with the National Partnership for New Americans’ We Are All America Campaign organizer to expand campaign infrastructure between refugee resettlement, immigrant, and faith groups to build networks of support for refugees and asylum seekers, refugee resettlement, Muslims, TPS recipients;
* Coordinate meeting times, prepare agendas, and communicate with local asylee and refugee serving organizations
* Schedule meeting times between new and established coalition partners to maintain and strengthen relationships with allies and partners
* 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

**Community Organizing:**

* Develop and implement outreach and recruitment plan to build power in the Northern California region
* Have the capacity to create new organized groups in the area
* Conduct research meetings between coalition partners and public officials
* Spearhead relationship building and cultivate meaningful collaborations with community leaders, labor and community-based organizations
* Mobilize community members and fulfill organizing goals
* Represent CHIRLA with local and state government officials and with allied organizations.

**Skills and Qualifications**

* Minimum of three to five years of knowledge of immigrant organizing models and experience supporting leadership development of grassroots members
* Minimum of three to five years experienced in developing and executing leadership development training that deepen grassroots member understanding and analysis of the systemic nature of oppression;
* Strong background in community organizing with a demonstrated ability to coordinate issue campaigns with 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
* 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
* 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: **Northern California Refugee Organizer**