



## JOB POSTING

**JOB TITLE:** Regional Field Coordinator

**SALARY RANGE:** Commensurate at \$64,896 based on experience

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

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

**COVID-19 Requirements:** CHIRLA requires all new employees to be fully vaccinated against COVID-19 or submit weekly negative test results

**REPORTS TO:** Director of Community Education & Outreach

**START:** Immediately

**LOCATION:** Los Angeles, CA Headquarter Main Office

The Coalition for Humane Immigrant Rights (CHIRLA) is a nonprofit organization founded in 1986. CHIRLA is a California leader with national impact made up 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 opinion, and change policies to achieve full human, civil and labor rights. Guided by the power, love, and vision of our community, CHIRLA embraces and drives progressive social change.

## POSITION DESCRIPTION:

The Regional Field Coordinator is responsible for reinforcing CHIRLA's presence in the South Los Angeles area by establishing strong relationships with local partners in addition to providing community education to the community at-large, referrals to individuals and servicing CHIRLA dues-paying members, as appropriate. This staff member will encourage other partners, as well as individuals, to become active and dues-paying members of CHIRLA. This position requires an individual who is able to think beyond the immediate service requested and connect a person's need to long-term civic engagement. Additionally, this position requires being able to engage individuals and groups, cope with stressful situations, and public speaking in a community-friendly manner.

## PRINCIPAL RESPONSIBILITIES:

- Identify new local partners and new Community Education event opportunities in the region, as well as establish new partnerships with local organizations
- Meet with local partners as needed and spearhead our efforts to brand CHIRLA as a trusted source of information and referral in the area
- Serve as one of the primary contacts in the region for the organization
- Set up and conduct community education presentations on a consistent basis
- Table at community events throughout the year
- Research and identify ways to foster greater opportunities for relationship building among local groups to create a volunteer's pool that could promote CHIRLA's expansion efforts
- Promote and recruit CHIRLA membership in the community, including assisting individuals with their membership sign-up process
- Provide Membership services to Dues-Paying Members in order to assist them to attain any sort of Immigration Relief, whenever is possible. This includes providing information that helps them





- document their cases, working closely with CHIRLA Legal Services team and following CHIRLA's Legal Services protocol
- Be knowledgeable on key information areas such as Deferred Action for Childhood arrival, Other Forms of Immigration Relief, Citizenship, Worker's Rights, Access to Education, Housing, Public Charge, Access to Healthcare, Hate Crimes, COVID-19 resources and various topics on immigration and CHIRLA campaigns
  - Keep up to date and expand our referral list in the local region
  - Be the first contact for local individuals seeking in-person assistance and ensure their information is collected for reporting purposes
  - Partake on continuous immigration-related trainings to better serve the community and CHIRLA members
  - Proactively identify families that can get involved with CHIRLA's policy and programmatic priorities and connect directly with appropriate staff
  - Keep abreast of important community education topics by participating in key meetings, forums, conferences, and other vehicles to identify community education needs and analysis;
  - Timely report on a daily, weekly and monthly basis on progress, outcomes, successes, and challenges
  - Coordinate and train volunteers as needed
  - Develop Work plan for quarterly, semiannually and annual evaluation
  - Other community education tasks as assigned by the Department Director
  - Maintain updated online schedule with calendar of events, office work-blocks, meetings, track deadlines, and maintain communication with Department Director, Programs Manager and office staff
  - Support CHIRLA's fundraising goals including, but not limited to annual Membership drive and Gala activities
  - Participate in other organization activities that further CHIRLA's mission
  - Strong customer service perspective; as well as a focus on achieving practical results

#### QUALIFICATIONS:

- Minimum two years community education or related field experience
- Excellent verbal and written communication skills
- Bilingual English/Spanish a must
- Computer literacy: word processing, internet navigation, and other work-related applications
- Knowledge of and commitment to immigrants, worker's rights and CHIRLA's mission
- Ability to multi-task in a fast-paced environment
- Knowledge of immigrant worker models and experience supporting leadership development of grassroots members
- Must have a reliable car and valid driver's license;
- Must be flexible and willing to work early morning, evening, and weekend hours
- Ability to work well with diverse groups and populations
- Demonstrated commitment to the values of diversity and inclusiveness
- Tenacity, flexibility, resilience, and high energy

Send resume and cover letter to: [jobs@chirla.org](mailto:jobs@chirla.org)  
Subject Line should read: **Regional Field Coordinator (South LA)**

