



JOB POSTING

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 Outreach Assistant will support the Membership and Members Services department in the implementation of CHIRLA's disaster preparedness, response, recovery and mitigation initiative. The main goal of this initiative is to ensure that immigrant and refugees, and farmworkers gain the knowledge about what to do during a disaster while at the same time ensure that mitigation systems reach all our communities during a natural disaster. The Outreach Assistant will be responsible for managing the day-to-day tasks that keep the disaster preparedness program running smoothly. The Outreach Assistant responsibilities will include administrative duties, meeting coordination, calendaring team activities, generating reports detailing status of the projects and coordinating volunteers within this program. Additionally, this position requires being able to engage individuals and groups, cope with stressful situations, and public speaking in a community-friendly manner.

ESSENTIAL JOB AND DUTIES:

- Organize and conduct weekly one-on-one street outreach and distribute mass information in community events about disaster preparedness in San Fernando, Bell and Los Angeles
- Foster relationships with new and existing CHIRLA partners including community-based organizations, churches, schools, and community centers with the purpose to collaborate in disaster preparedness activities
- Coordinate meetings with local leaders in Los Angeles, Bell and San Fernando to identify gaps and possible solutions to strength local community emergency plans
- Conduct disaster preparedness presentations and table at community events to achieve outreach goals
- Be knowledgeable on key information areas such as disaster preparedness, response, recovery, and mitigations systems
- Keep abreast of important updates on disaster preparedness, response, recovery and mitigation systems by participating in key meetings, forums, conferences, and other vehicles
- Keep inventory of campaign promotional material
- Timely report on a weekly and monthly basis on progress, outcomes, successes, and challenges of the program
- Coordinate and train volunteers for disaster preparedness outreach activities
- Develop a Master Calendar to reflect team outreach activities
- Develop Work Plan for quarterly, semiannually and annual evaluation
- Promote and recruit CHIRLA membership in the community, including assisting individuals with their membership sign-up process





- Supports CHIRLA's fundraising efforts
- Other membership and members services tasks as assigned

SKILLS AND QUALIFICATIONS:

Required

- Bachelor's degree in related field
- At least two years' experience in event logistic and actions
- Minimum two years' community education or related field experience;
- Excellent organizational skills – good attention to detail and well organized
- Experience in campaign development and implementation
- Excellent verbal and written communication skills – verbal and written
- Must be able to lift 25 pounds of force occasionally, and/or amount of force constantly to move objects
- Must have own transportation, a valid Driver's License, and be able to travel independently between multiple work sites to conduct field work
- Must be able to travel between multiple CHIRLA sites, including Los Angeles, Sacramento, Washington, DC
- Spanish fluency is required as the job requires extensive representation in the Spanish language
- Flexibility required based on the needs of the organization. The position will involve some evening and weekend work

Preferred

Desired Traits or Characteristic

- Ability to maintain positive working relationships with staff, members and allies
- Ability to work effectively under pressure with last minute deadlines
- Experience collaborating with community organizations in local geographic area
- Highly self-motivated, creative, takes initiative, ability to learn quickly, flexible and able to work as part of an interdisciplinary team of advocates
- Must be able to work efficiently and manage multiple projects at once, which may be at different stages of design and execution
- Self-motivated – proven ability to work independently and open to be innovative and creative
- Dedication and ability to work flexible hours
- Ability to plan and prioritize work activities, meet deadlines and follow-up on assignments with a minimum direction
- Excellent problem-solving and follow-through skills
- Excellent interpersonal and verbal and written communications skills
- Proficient with Word, Excel, and Power Point and other Microsoft Suite or other software utilized by CHIRLA





- Strong commitment to CHIRLA's mission of empowering low-income community groups and immigrants
- Interest in and/or history of working for social justice
- Strong interpersonal skills, including the ability to successfully relate to community residents
- Support CHIRLA's fundraising goals including annual fundraising drive and GALA activities
- Able to work independently as well as a member of a team

JOB TITLE: Outreach Assistant /Listos Initiative

Salary & Benefits: \$22.00/hr. CHIRLA also offers an excellent benefits package, which includes annual paid vacation; additional paid holiday leave in December; employer contribution to retirement account after three-month of employment; health, dental, vision and life insurance plans.

FLSA Classification: Non-Exempt/Hourly, full-time, regular

Classification: CHIRLA recognizes a staff bargaining unit affiliated with AFSCME District Council 36. This position is included in CHIRLA's bargaining unit and covered under the terms of the collective bargaining agreement.

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 Membership and Member Services

CLOSING DATE OF THIS POSITION: Position will remain open until filled

LOCATION: Los Angeles, Headquarters

CHIRLA is an equal opportunity employer and makes employment decisions on the basis of merit and administers all terms and conditions of employment, including recruitment, appointment, promotion, compensation, benefits, transfers, training and educational opportunities without regard to pregnancy, childbirth or related medical conditions, genetic information as defined by the Genetic Information Nondiscrimination Act, race, religion or religious creed, color, gender, gender identity or expression, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partner status, age (40 or older), sexual orientation, HIV/AIDS status, pregnancy or pregnancy-related disability, military or veteran status or any other basis protected by federal, state or local law or ordinance or regulation. **All such discrimination is unlawful.** It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

To apply, submit cover letter, resume and three professional references to: jobs@chirla.org
Subject Line should read: Outreach Assistant

