



## **JOB POSTING – Program Assistant**

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 candidate will work within a multi person team but provide direct support to the Director of Programs and Subcontract Administration. The candidate will receive some training to complete the duties of the job, therefore the candidate must possess curiosity to learn and develop processes. We are seeking a proactive problem solver who is willing to address continuously evolving and complex departmental needs and support our Director.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

- Provide confidential administrative support to program staff
- Provide follow up with appropriate departments, under direction, to ensure compliance with agreements, requests for information from subcontractors, and other related issues; interacts with all CHIRLA departments to answer related routine questions and concerns about subcontracts and programs
- Prepare a wide variety of contract documents under attorney supervision; operates personal computer to compose, edit, revise, tabulate, and print letters and documents for review
- Compile, reviews, and organizes reports, invoices and contracts and other information for internal and external audits, and meetings, as appropriate
- Assist in drafting and performing initial review of contracts entered into by the CHIRLA, under guidance and supervision of attorneys and/or program and development team
- Establish, maintains, processes, and/or oversees files, correspondence, databases, records, certificates, and/or other documents
- Schedule, coordinates, and facilitates meetings and conferences, arranging travel, lodging, facilities, and reimbursements as appropriate; provides or coordinates direct administrative support services to department
- Help and liaison with outside partners and other administrative agencies in the resolution of day-to-day issues as appropriate
- May lead, guide, and train staff and/or interns performing related work
- Maintain professional growth and development through seminars, workshops, and professional affiliations to keep abreast of latest developments in immigration and compliance law and in other related areas
- Maintain tracking system and calendar for project progress
- Perform miscellaneous job-related duties as assigned
- Provide administrative assistance and support to the Director and other related supervisors and professionals in the fulfillment of their responsibilities with the programs and subcontract administration





**CHIRLA**  
Coalition for Humane  
Immigrant Rights

## SKILLS AND QUALIFICATIONS:

### Required

- Bachelor's degree in a field with related skills
- Two years of experience in a high paced environment
- Ability to grasp and interpret legal documents
- Systematic knowledge of databases and tracking systems
- Excellent organizational skills – good attention to detail and well organized
- 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 database and records management skills
- Must be proficient in Microsoft Office, One Drive, and scheduling software.
- Must have skills in organizing resources and establishing priorities
- Must be able to travel between multiple CHIRLA sites, including Los Angeles branch offices
- 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 may involve some evening and weekend work

### Preferred

- Project management experience a plus

### 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:** Program Assistant

**Salary & Benefits:** \$28.00/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 Programs and Subcontract Administration

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

**LOCATION:** Compton Branch Office

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](mailto:jobs@chirla.org)  
Subject Line should read: Program Assistant**

