



## **JOB POSTING:** Community Education and Outreach Program Coordinator

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 SUMMARY:**

The Community Education & Outreach Program Coordinator will update existing programs, as well as create new ones that support the organization's mission, vision and goals. The Coordinator will implement and manage all aspects of the assigned projects, while under the direct supervision of the Director of Community Education & Outreach. She or he will be responsible for coordinating all community education and outreach presentations, provide trainings, develop educational materials and attend events in representation of the organization. The Coordinator will foster partnerships with a variety of service providers, advocates, and other organizations who work to promote and protect the rights of immigrants and refugees. She or he will outreach to the community to recruit individuals who could volunteer and support CHIRLA's mission. The Coordinator will work as part of a team responsible for effectively reaching immigrant communities in order to inform, educate and empower.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Works with the Department Director in the development and final production of community education presentations, curricula and educational materials;
- Designs, develops and implements new programs as needed to meet specific grant deliverables identified as department priorities
- Identify new local partners and new Community Education event opportunities, as well as establish new partnerships with local organizations
- Organizes community forums, informational meetings and other educational events
- Aid walk-ins and hotline callers when needed
- 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 abreast of important community education topics by participating in key meetings, forums, conferences, and other vehicles to identify community education needs and analysis;
- Outreaches to the community to identify volunteers and ways to foster greater opportunities for relationship building among local groups to create a volunteer's pool that could promote CHIRLA's expansion efforts
- Coordinate and train volunteers as needed
- Creates and maintain centralized scheduling of events for the department
- Creates a Work plan reflecting goals, strategies, successes and challenges





- Produces detailed reports as required to meet grant deliverables, following grant's and Director's instructions
- Performs need assessments, evaluates and analyzes overall program effectiveness; implement appropriate procedures to ensure effectiveness and accuracy to fulfill program deliverables
- When requested, attends public meetings to educate the immigrant community and serves as a liaison with other organizations and institutions
- Proactively recruit dues-paying members and families who can get involved with CHIRLA's policy and programmatic priorities and connect directly with appropriate staff
- Fulfill other duties as assigned by the supervisor

#### **OTHER RELATED DUTIES:**

- 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 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

#### **SKILLS AND QUALIFICATIONS:**

##### **Required**

- Minimum of four years community education or related field experience
- Excellent verbal and written communication skills
- Spanish fluency is required as the job requires extensive representation in the Spanish language
- Computer literacy: word processing, internet navigation, and other work-related applications
- Must be flexible and willing to work early morning, evening, and weekend hours
- Ability to multi-task in a fast-paced environment and work effectively with last minute deadlines
- Must have own transportation, a valid Driver's License, and be able to travel independently between multiple work sites to conduct field work.

##### **Preferred**

- Experience collaborating with community organizations in local geographic area
- Project management experience a plus

##### **Desired traits or characteristics**

- Highly self-motivated, creative, takes initiative, ability to learn quickly, flexible and able to work as part of an interdisciplinary team of advocates
- Ability to work well with diverse groups and populations
- Self-motivated – proven ability to work independently and open to be innovative and creative;
- Excellent problem-solving and follow-through skills
- Excellent interpersonal, verbal and written communications skills;
- Ability to plan and prioritize work activities, meet deadlines and follow-up on assignments with a minimum direction





- Demonstrated commitment to the values of diversity and inclusiveness;
- Strong commitment to CHIRLA's mission of empowering low-income community groups and immigrants
- Interest in and/or history of working for social justice
- Tenacity, flexibility, resilience, and high energy.

**JOB TITLE:** Community Education and Outreach Program Coordinator

**Salary & Benefits:** \$64,896 - \$70,191.00

CHIRLA offers a competitive salary based on qualifications and an excellent benefit package, Which includes generous time off benefits, 401K Plan, health, dental and vision plans

**FLSA Classification:** Non-Exempt/Hourly, full-time, temporary

**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 Community Education & Outreach

**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, email resume and cover letter to: [jobs@chirla.org](mailto:jobs@chirla.org)**  
**Subject Line should read:** Community Education and Outreach Program Coordinator

