



JOB POSTING: Deputy Director of Civic Engagement

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 Coalition for Humane Immigrant Rights (CHIRLA) is looking for a Deputy Director of Civic Engagement who is responsible for assisting and helping coordinate the strategy and execution of Immigrant Political Power Project campaigns. This position will work to get our bases ready for future statewide or regional civic engagement campaigns that will get our Latino and Immigrant Communities engaged. This position requires you to understand grassroots organizing, electoral campaigns, data, and strategy. The ideal candidate needs to be highly organized, energetic, and capable of motivating and managing staff and volunteers and be able to manage large quantities of data.

DUTIES AND RESPONSIBILITIES:

- Use CHIRLA's grassroots organizing curriculum to train and mentor organizers and volunteers to work under an Integrated Voter Engagement Model
- Develop relationships with immigrant families, and local groups to expand CHIRLA's pro-immigrant agenda and electoral work;
- Execute the implementation of campaign plans for elections, census, language access and election reform
- Develop trainings and curriculum for Immigrant Political Power Project programs and campaigns
- Provide guidance and support to field manager on field civic engagement campaigns
- Report daily and weekly tallies on total volunteers canvassing and field activities
- Participate in daily debriefs and reporting around messaging, evaluation, and progress to date;
- Develop and review the reports of the electoral campaign work
- Develop strategies to increase voter engagement turnout
- Works with members and staff to develop grassroots political structures and programs in the workplace and community
- Train members and staff in campaign tactics, building relationships with community leaders and elected officials, and forming coalitions to support CHIRLA's agenda
- Plan implementation of voter registration, voter contact and membership recruitment
- Assists Development staff with grants and grant reports as necessary for the civic engagement department
- Provide feedback for civic engagement materials including brochures, flyers, social media messaging and other marketing materials
- Evaluate electoral field program on the quality of service delivered to members through surveys
- Prepare monthly and quarterly reports on existing campaigns
- Responsible, alongside the Political Director for all compliance reporting related to electoral activities





CHIRLA
Coalition for Humane
Immigrant Rights

SKILLS AND QUALIFICATIONS:

Required

- Bachelor's degree required and/or equivalent combination of education and experience
- Minimum of five years of electoral field work or related experience
- Minimum of three to five years' experience in managing canvassers and field staff
- Develop and analyze voter turnout during elections
- Proven success in managing events at various scales and generating positive outcomes
- Must have experience working with underserved and diverse populations
- Must be able to travel to and visit various CHIRLA branch offices
- Must be flexible to work early morning, evenings and Saturdays during clinical/consultations times as needed
- Must have experience of member interaction including management working in the immigrant rights or similar progressive change organization
- Must have outstanding ability to prioritize, track and execute multiple simultaneous projects in a timely manner
- Must have excellent analytical skills
- Must be Bilingual English/Spanish with excellent oral communication, public speaking, and writing skills

Preferred:

- Project, team, or organizational management experience a plus
- Experience working at a non-profit organization or government agency

Desired Traits or Characteristic

- Strong interpersonal and presentation skills, along with ability to communicate with others at all levels of the organization
- Excellent oral and written communication skills
- Excellent judgment, high emotional intelligence and ability to maintain confidentiality and act collaboratively
- Proficient in Microsoft Office applications (Word) and Google Apps (Gmail, Google Docs and Drive)
- A high level of integrity and the ability to maintain confidentiality
- Ability to have positive working relationships with staff, members and allies
- Ability to work effectively under pressure with last minute deadlines
- Exceptional skill in comprehension, analysis, and technical writing, including the ability to articulate and explain complex funding and financial issues in a clear, non-technical manner
- 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 organized and able to work under pressure and within tight deadlines. Must be able to work efficiently and manage multiple projects at once, which may be at different stages of design and execution
- Proactive nature in using technology and systems to maximize efficiencies with tasks
- Strong commitment to CHIRLA's mission of empowering low-income community groups
- Strong interpersonal skills, including the ability to successfully relate to community residents
- Strong oral and written advocacy skills and excellent organizational skills as well as the ability to work and problem-solve under pressure
- Support CHIRLA's fundraising goals including annual fundraising drive and GALA activities





Salary & Benefits: \$85,000 -- \$91,936

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: Exempt/Hourly, full-time regular

Classification: CHIRLA recognizes a staff bargaining unit affiliated with AFSCME District Council 36. This position is **not** 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: Political Director

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
Subject Line should read: Deputy Director of Civic Engagement

