



CHIRLA
Coalition for Humane
Immigrant Rights

JOB DESCRIPTION

POSITION: CHIRLA Phone Operator

SALARY: \$15/hour

TYPE: Temporary--Full-time

REPORTS TO: Call Center and Data Manager

START: September 10 thru November 6, 2018

WORK SCHEDULE: Monday- Thursday 12pm-8pm; Saturday 10am-2pm; Sunday 4pm-8pm; subject to change

CLOSING DATE OF THIS POSITION: August 30, 2016

The Coalition for Humane Immigrant Rights (CHIRLA) is a non-profit organization founded in 1986 to advance the human and civil rights of immigrants and refugees in Los Angeles. As a multi-ethnic coalition of community organizations and individuals, CHIRLA aims to foster greater understanding of issues that affect immigrant communities, provide a neutral forum for discussion, and unite immigrant groups to more effectively advocate for positive change. CHIRLA's programs include coalition building and convening of organizations, advocacy around issues affecting immigrants and refugees, community education, service provision and technical assistance, and organizing and leadership development for immigrant workers and youth.

POSITION DESCRIPTION:

The Coalition for Humane Immigrant Rights (CHIRLA) is seeking motivated individuals to work as Call Center Phone Operators as part of our Electoral Campaign. This campaign will focus on an off-election year voter engagement. We will be contacting and identifying voters who support our CHIRLA mission.

DUTIES AND RESPONSIBILITIES:

- Contact voters over the phone on given values-based electoral campaign;
- Identify given number of voters that support CHIRLA's values campaign over the next weeks;
- Participate in daily debriefs and reporting around messaging, evaluation, and progress to date;
- Turn in time-sheets and other administrative materials according to deadlines assigned;
- Other duties and responsibilities as necessary.

SKILLS AND QUALIFICATIONS:

- Fully bilingual (English and Spanish)
- Excellent verbal and interpersonal skills over the phone
- Computer literacy: word processing, internet navigation, and other work-related applications
- Knowledge of and commitment to immigrant and worker rights and CHIRLA mission
- Energy and enthusiasm on CHIRLA's values based electoral campaign
- Attend mandatory trainings as needed
- Ability to have positive working relationship with CHIRLA staff, members and allies
- Ability to work well with diverse groups and populations
- Previous experience is a plus

To apply, send resume and cover letter to: jobs@chirla.org

Subject Line should read: **CHIRLA Phone Operator**

Click here to view full job description for; CHIRLA Phone Operator