



CHIRLA
Coalition for Humane
Immigrant Rights

JOB DESCRIPTION

POSITION: CHIRLA Phone Operator

SALARY: \$17.31/hour

TYPE: Temporary -- Full-time

REPORTS TO: Call Center and Data Coordinator

START: February 18 – February 28, 2019

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

CLOSING DATE OF THIS POSITION: February 15, 2019

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 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;
- Report daily and weekly tallies on total voters called, reached, and identified as supporters;
- 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.

SKILL 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