



CHIRLA
Coalition for Humane
Immigrant Rights

JOB DESCRIPTION

POSITION: Campaign Coordinator

SALARY: \$55,000-\$60,000 DOE

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.

REPORTS TO: Political Director

CLOSING DATE OF THIS POSITION: Open Until Filled

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 effectively advocate for positive change. CHIRLA's programs include Campaign-building, advocacy around issues affecting immigrants and refugees, community education, service provision, and organizing and leadership development.

POSTION DESCRIPTION:

The Campaign Coordinator is responsible for coordinating the work of the Los Angeles Raids Rapid Response Network (LA-RRRN), planning, implementing, and evaluating activities associated with the coalition to include providing: general oversight for coalition activities and associated projects; grant development, submission, and management; and technical assistance to local/regional coalitions and partnerships that focus on immigration related issues. The Campaign Coordinator will work to develop and implement strategies that will lead to long-term involvement of community institutions, organizations and individuals in the promotion, assessment, and evaluation of coalition activities.

The Campaign Coordinator will also play a key role in advancing immigrant protections locally, statewide & nationwide. In partnership with CHIRLA's Policy, Political and Legal Departments, the Campaign Coordinator will be responsible for advancing CHIRLA's mission to build a just society fully inclusive of immigrants by strengthening and helping to grow our various coalition efforts and campaigns.

DUTIES AND RESPONSIBILITIES:

Under the Direction of CHIRLA's Political Director

Raids Rapid Response Network: (75%)

- Coordinate meeting times, prepare agendas, and communicates with the Raids Rapid Response Network participants;
- Facilitate the Raids Rapid Response Network in Person Meeting conversations with allies and supporters;
- Works in coordination with the Organizing, Policy and Legal Team liaisons on behalf of CHIRLA as a function of the Raids Rapid Response Network;
- Build and/or participate in local, state and national coalitions, partnerships and task forces working to prepare, monitor, enforcement actions that may lead to deportations of immigrants;
- Assume a leading and strategic role in national, state or local coalition campaigns on enforcement and other national immigration advocacy issues consistent with CHIRLA's priorities, including lobbying, communications and grassroots outreach to prevent deportations of families.

Campaign Work: (25%)

- Coordinate meeting times, prepare agendas, and communicates with CHIRLA's California Table for Immigration Reform, Los Angeles Action Table, Defend DACA coalitions and other coalition or campaign efforts as needed.
- Assist coalition members in conducting annual strategic planning and guide coalition to develop a comprehensive action plan based on needs-assessment and strategic planning.
- Collaborate and work closely with coalition members to promote CHIRLA's mission and goals.
- Schedule meeting times between new and established coalition partners to maintain and strengthen relationships with allies and partners.

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

Subject Line should read; Campaign Coordinator