



CHIRLA
Coalition for Humane
Immigrant Rights

JOB POSTING

POSITION: Census Campaign Manager

SALARY: \$50,000 - \$65,000 yr.

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.

TYPE: Regular

REPORTS TO: Civic Engagement Director

CLOSING DATE OF THIS POSITION: Open Until Filled

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.

POSTION DESCRIPTION:

The Census Campaign Manager will lead and implement CHIRLA's Census initiatives to promote a full count of the Immigrant, Latino and marginalized population. This position will implement the Regional Census 2020, Get Out The Count (GOTC) initiatives to coordinate and met CHIRLA's goals. This position will manage and oversee a group of canvassers to ensure an accurate count of the immigrant community is captured. The Census Campaign Manager will work closely with senior Directors and other departments in the planning and evaluation of the initiative, and reports to the Director of Civic Engagement.

ESSENTIAL FUNCTIONS

- Day-to-day planning, coordination, and execution of initiative activities in all region;
- Recruiting, enlisting, and training a diverse set of partners and stakeholders to join the Campaign GOTC with a particular emphasis on addressing the undercount of Immigrant, young children and their family
- Act as representative for Complete Count Committees at the state and local levels while sharing information and resources internally and externally.
- Organizing and leading meetings with local partner organizations and stakeholders;
- Working with local media partners and serving as a spokesperson for the organization with media and others as instructed (including interviews in Spanish and English);
- Preparing timelines and work-plans for project implementation, and general project management.
- Refine and execute detailed regional Census campaign plan while overseeing and managing the tailoring of public information products that will serve as primary outreach collateral for the Campaign in the region.



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- Collaborate and coordinate with elected officials, education advocates, and community based networks to disseminate prepared material;
- Provide regular reports on the campaign's activities to the Civic Engagement department and the Senior leadership while preparing regular reports and updates for public distribution and grant reporting as needed;
- Implement and track program metrics and evaluation benchmarks, media interviews;
- Conduct trainings, workshops and briefings on the Campaign;
- Assume other assigned duties in support of the Civic Engagement Department as needed which may include periodic support in Voter Engagement activities;
- Adhere to attendance and punctuality standards of the organization.
- Travel as required.

QUALIFICATIONS - KNOWLEDGE, SKILLS, AND ABILITIES

- Minimum of 3 years of community outreach or campaign experience in non-profit program or campaign setting.
- Proficiency in Spanish required (written and spoken).
- Excellent interpersonal and verbal skills, including the ability to interact with staff, media, public officials, corporate/business representatives, community members, and especially the general public/community.
- Proven ability to prioritize workload, be collegial with colleagues while being self-motivated, execute projects independently, have outstanding project management skills that are organized and results-oriented.
- Excellent writing and editing skills with the ability to prepare a wide array of written materials as needed.
- Willing to travel and work flexible/extended hours including weekends and evenings as required.
- Must be technology savvy in Webinars and Video Conferencing. Also proficient in using Google doc, Microsoft Office, MSWord, Excel, PowerPoint, and other office software.
- Ability to work respectfully with people from all cultural and socioeconomic backgrounds.
- Supportive of the mission and the philosophy of the CHIRLA.

Staff Category: Fulltime

Accepting applications until position is filled. Only those offered interviews will be contacted.

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

Subject Line should read: Census Campaign Manager