



**CHIRLA**  
Coalition for Humane  
Immigrant Rights

## **JOB DESCRIPTION**

**POSITION:** Organizer- Downtown and East Los Angeles Area

**SALARY RANGE:** \$36,500 – \$46,000

**REPORTS TO:** Organizing 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 advocate for positive change. CHIRLA's programs include coalition-building, advocacy around issues affecting immigrants and refugees, community education, service provision, and organizing and leadership development.

### **POSITION DESCRIPTION:**

CHIRLA is seeking an experienced Organizer to help build and strengthen CHIRLA's statewide organizing and campaign work within the Los Angeles Area. The Organizer will work towards strengthening the existing CHIRLA chapter in the Los Angeles. We are looking for someone who can work hard and contribute to our Organizing Team.

The ideal candidate for this position will be someone who has a vision and strong desire to build CHIRLA's local and statewide power, but also loves to implement program work at the local level and to work directly with organizers and leaders to build a strong powerful base. This position is for someone who enjoys working in the field, establishing relationships with community members and local allies, as well as to further the progress made on immigrant rights in California.

### **DUTIES AND RESPONSIBILITIES:**

#### **Organizing & Local Immigrant Issue Campaign Development**

- Conduct one to one *and home* relational meetings with current and future CHIRLA members
- Design, plan and implement local CHIRLA members' immigrant issue campaigns and electoral work.
- Conduct research meetings between CHIRLA members and public officials.
- Spearhead relationship building and cultivate meaningful collaborations with community leaders, labor and community-based organizations.
- Mobilize community members and fulfill organizing goals
- Promote and recruit CHIRLA membership in the community, including assisting individuals with their membership sign-up process;
- Represent CHIRLA with local and state government officials and with allied organizations

- Manage leadership development, skills building and political education of local CHIRLA membership.

#### **ADMINISTRATIVE DUTIES:**

- Participate in and report at general staff and organizing team meetings.
- Participating and/or taking leadership in CHIRLA fundraising activities
- Turn in reports and plans in a timely manner
- Turn in time-sheets and other administrative materials according to deadlines
- Other Duties as assigned

#### **SKILLS AND QUALIFICATIONS:**

- Bi-lingual English/Spanish fluency a must
- Ability to multi-task in a fast paced environment
- Commitment to building community power, grassroots membership decision-making and CHIRLA theory of social change.
- 3 to 5 years experienced in developing and executing leadership development training that deepens grassroots member understanding and analysis of the systemic nature of oppression
- 3 to 5 years of knowledge of immigrant worker models and experience supporting leadership development of grassroots members
- Excellent ability to plan and organize a demanding workload.
- Computer literacy: word processing, internet navigation, and other work-related applications;
- Must have a reliable car and valid driver's license;
- Must be flexible and willing to work early morning, evening, and weekend hours.
- Ability to work in a team as well as lead a team
- Ability to work well with diverse groups and populations;

**To apply, send resume and cover letter to; [jobs@chirla.org](mailto:jobs@chirla.org)**

Subject Line should read; **Organizer – Downtown and South Los Angeles**