



**CHIRLA**  
Coalition for Humane  
Immigrant Rights

## **JOB POSTING**

**POSITION:** Statewide Civic Engagement Organizer

**SALARY:** \$50,000, DOE

**TYPE:** Regular Full-time

**REPORTS TO:** Director of Civic Engagement

**START:** ASAP

**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 coalition-building, advocacy around issues affecting immigrants and refugees, community education, service provision, and organizing and leadership development.

### **POSITION DESCRIPTION:**

The Coalition for Humane Immigrant Rights (CHIRLA) is seeking a passionate and motivated individual to organize immigrant families in different regions of the state of California. The Statewide Civic Engagement Organizer will be in charge of developing CHIRLA membership base in strategic areas of the state. This position will collaborate with our organizing department to expand and develop the statewide organizing infrastructure at CHIRLA. This position will work directly with the Director of Civic Engagement, to get our membership base ready for future regional electoral campaigns that will get our Latino and Immigrant Communities out to vote. This position requires you to understand grassroots organizing, and be able to implement one-one, house visits, trainings, lobby visits, actions, and strategy. Having electoral and outreach experience is required. The Statewide Civic Engagement Organizer needs to be highly organized, energetic, and capable of motivating and managing staff and volunteers and be able to manage large quantities of data.

### **DUTIES AND RESPONSIBILITIES:**

- Use CHIRLA's grassroots organizing curriculum to develop/increase a statewide membership base;
- Develop relationships with immigrant families, and local groups to expand CHIRLA's pro-immigrant agenda and electoral work;
- Execute the implementation of campaign plans;
- Execute house meetings, conduct one-one interviews, make calls, schedule house visits, to recruit and activate CHIRLA membership;
- Generate Reports based on activities; Follow-ups and accomplishments
- 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;
- Works with members and staff to develop grassroots political structures and programs in the workplace and community;
- Train members and staff in campaign tactics;

- Build relationships with community leaders and elected officials, and form coalitions to support CHIRLA's agenda,
- Performs voter registration, voter contact and membership recruitment in the worksite;
- Some fundraising is required;
- Writes Reports and assists with compiling data;
- Public Speaking and Development of Presentations;
- Other duties and responsibilities as necessary.

**SKILLS AND QUALIFICATIONS:**

- Bachelor's Degree preferred
- 3 Years Direct Civic Engagement Experience;
- 3-5 Years Electoral and Organizing Experience;
- Bilingual English/Spanish a must
- Effective written/verbal communication skills
- Develop Work plan for quarterly, semiannually and annual evaluation;
- Research and identify ways to foster greater opportunities for relationship building among local/ state groups to create a volunteer's pool that could promote CHIRLA's expansion efforts;
- Position requires an employee to use his or her personal vehicle to travel between worksites, or other locations, as a primary job duty.
- Energy and enthusiasm for CHIRLA's values based electoral campaigns
- Attend mandatory trainings as needed and train the membership base
- Develop positive working relationships with CHIRLA staff, members and allies
- Ability to work in a team as well as lead a team;
- Demonstrated ability to work well with diverse groups and populations;
- Prioritize tasks and work under pressure;
- Pay attention to detail and accuracy is critical;
- Proficient using technology and systems to maximize tasks;
- Commitment to CHIRLA's mission of empowering low-income community groups.

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

**Subject Line should read; Statewide Civic Engagement Organizer**