



CHIRLA
Coalition for Humane
Immigrant Rights

JOB POSTING

POSITION: Temporary Campaign Organizer

TYPE: Temporary Part-Time

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.

POSTION DESCRIPTION:

The Coalition for Humane Immigrant Rights (CHIRLA) is seeking a temporary field organizer to lead a National Campaign for Immigration and Civic Engagement in the Central Valley. The organizer will be responsible for engaging current supporters and growing the volunteer base for CHIRLA, managing campaign data, collecting and tracking petitions, connecting and engaging public officials, and influencing businesses and faith communities to participate in creating positive change for immigrants.

DUTIES AND RESPONSIBILITIES:

- Strong interpersonal skills, including the ability to successfully relate to voters and volunteers from a wide range of backgrounds;
- Help identify, recruit, train, and supervise volunteers;
- Represent the campaign at community events and meetings;
- Identify community events and social gatherings where volunteers can be recruited;
- Provide regular updates and reporting on progress made to meet goals;
- Turn in reports and plans in a timely manner
- Turn in time-sheets and other administrative materials according to deadlines
- Participation in CHIRLA's organization wide activities such as fundraising and involvement.

SKILLS AND QUALIFICATIONS:

- Bachelor's Degree, ideally or 2 years direct civic engagement experience preferred;
- Bilingual English/Spanish a must;
- 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 campaign;
- Attend mandatory trainings as needed;
- Ability to have positive working relationships with CHIRLA staff, members and allies;
- Ability to work in a team as well as lead a team;
- Promote and recruit CHIRLA membership in the community, including assisting individuals with their membership sign-up process;
- Demonstrated ability to work well with diverse groups and populations;
- Demonstrated ability to prioritize tasks and work under pressure;
- Demonstrated attention to the detail and accuracy;
- Proactive nature in using technology and systems to maximize efficiencies with tasks;
- Commitment to CHIRLA's mission of empowering low-income community groups;
- Previous electoral experience is a plus;
- Experience collaborating with community organizations in local geographic area;
- Must be highly organized with the ability to work independently and multi-task;
- Experience with immigrant community issues is a plus;
- Ability to work effectively under pressure with last minute deadlines;

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

Subject Line should read; **Temporary Campaign Organizer**