



The Long Beach Immigrant Rights Coalition is accepting applications for the position of Program Manager/Lead Community Organizer

Position Description

The LBIRC Program Manager/Lead Community Organizer position is a full-time position that reports to the Executive Director.

As Lead Community Organizer, this person is responsible for a wide variety of tasks designed to carry out the mission and values of the organization. In particular, the Lead Community Organizer helps to develop, implement, and evaluate sound organizing strategies designed to strengthen support for the organization and its programs and campaigns.

The Program Manager/Lead Community Organizer develops and oversees the implementation of internal and external educational programs and trainings; helps to expand the organization's base of members and supporters; implements procedures and programs that strengthens overall organizational mission and goals; facilitates staff, member and ally/supporter/community meetings; assists the Executive Director with reports, grants and fundraising; and leads in the orientation of new staff to the culture and core values of the organization and oversees the training that staff new to carry out their tasks.

Duties

Specific duties of the LBIRC Program Manager/Lead Community Organizer include, but are not limited to:

Program Manager (approximately 50 %)

- Monitor the flow of work and workloads by delegating tasks and supervising and guiding other members of the staff
- Manage day-to-day office activities. Including review and sign off of staff hours and approval of staff calendars and work plans, Arrange and facilitate regular meetings with staff and support their projects and professional development
- Serve as a liaison between the Executive Director, Advisory Board and staff
- Support Operations Manager and Executive Director with securing and maintaining funding (write reports, assist with proposal narratives, etc.)
- Support our staff with overall messaging and promotion of our work.
- Identify and develop opportunities for partnerships with agencies and institutions at the local level who agree and support our mission.

Lead Community Organizer (approximately 50%)

- Take the lead in designing and implementing priority campaigns, projects and organizational materials.
- Attend community meetings and connect community members to our network, services and campaigns
- Represent the LBIRC in local coalition spaces and local and statewide campaigns.
- Represent the LBIRC at panels, town halls, legislative visits and other trainings
- Monitor changes in the political climate and identify new opportunities for our services and campaign work based on these changes.
- Engage immigrant community members in organizing efforts and help develop their leadership within the organization
- Help increase the political power, visibility, and influence of LBIRC in its goal to be an ever more important as an important community-based immigrant advocacy organization.

Compensation:

This position requires 40 hours of work/week; \$45,760 annual salary. The work schedule is variable and includes some evenings and weekends, Normal holidays are observed including 10 days at the end of the calendar year. The incumbent will be an employee of Community Partners, fiscal sponsor for LBIRC. Generous Community Partners benefits include medical insurance; paid vacation and sick time accrued according to the Community Partners Employee Handbook.

Job Status: Employee. Exempt. Benefits apply for all employees who work more than 20 hours per week.

Work Materials:

The Program and Services Manager will provide own transportation to assignments and most of his/her work materials including cell phone. Access to computer and/or tablet necessary.

Qualifications: Experience and Skills Required

- A Bachelor's Degree or 4 years of community and/or labor organizing.
- 2 years of experience in program coordination, coalition building and project management in relation to programs benefiting immigrant communities and/or people of color.
- Evidence of a commitment to the mission and vision of the LBIRC and to empowering immigrant and working class communities.
- Familiarity with Latino and undocumented communities.
- Bilingual in Spanish and English
- Excellent listening and communication skills, planning and organization skills, and public speaking skills
- Strong writing and editing skills
- Interest in developing grant writing and fundraising skills.

- Ability to work well with a variety of community stakeholders, LBIRC staff, other organizers, the LBIRC Advisory Board and the Executive Director.
- Ability to facilitate collective planning, decision making and evaluation of campaigns and projects with staff and the Executive Director.

How to apply: Please submit a recent resume, two letters of reference from people who are familiar with your work and a cover letter. The cover letter should contain information related to your qualifications for the duties of the position and your reasons for wanting to work in the field of immigrant organizing with LBIRC. Send materials to: jobs@lbirc.org. Review of materials will begin on November 20, 2017. Job will remain open until filled.

Community Partners is the Fiscal Sponsor of the Long Beach Immigrant Rights Coalition.