



## **ORGANIZATIONAL MISSION & VISION**

Causa works to improve the lives of Latino immigrants and their families in Oregon through advocacy, coalition building, leadership development, and civic engagement. Latino immigrants and their families are the heart of Causa and inspire, implement, and champion our work. Causa envisions a world where all people have the opportunities and resources needed to thrive. We envision a community that welcomes and values the contributions, strengths, and assets of Latino immigrants and their families.

## **KNOW YOUR RIGHTS CAMPAIGN**

To address urgent and emerging needs in the immigrant community, Causa is partnering with Oregon's farmworker union PCUN and our national partners to launch a Know Your Rights community education campaign aimed at reaching 10,000 people. The Community Education Coordinator will play a leadership role in ensuring this campaign is successful.

## **COMMUNITY EDUCATION COORDINATOR OVERVIEW**

The Community Education Coordinator will be tasked with managing Causa and PCUN's Know Your Rights campaign and will be responsible for ensuring that our goals are met. The campaign will reach individuals with Know Your Rights information through in-person events, Spanish language media, and social media.

## **POSITION RESPONSIBILITIES**

### **Know Your Rights Campaign Project Management**

- Responsible for setting up systems to collect and track outreach numbers.
- Responsible for reporting results to Causa, PCUN, and submitting monthly reports to our national campaign partners.
- Responsible for identifying gaps and areas of improvement to ensure campaign goals are met.
- Regularly checks-in with other Causa and PCUN organizational partners who are also conducting Know Your Rights activities.

### **KYR Workshop Coordination**

- Manages event logistics including setting time, date, location, presenters, volunteers, and registration.
- Identifies and recruits organizational supporters to host workshops in collaboration with Causa and PCUN.
- Supports event promotion through social media, website, organizational outreach, and Spanish language earned media.
- Trains volunteer presenters on KYR curriculum, schedules volunteers for presentations.
- When possible, recruits pro-bono attorneys and/or BIA accredited representatives to present at workshops.



### **Curriculum & Materials**

- Works in collaboration with legal and community partners to establish and update unified KYR curriculum and corresponding educational materials.
- Works with Causa's communications consultants to develop KYR materials that are simple, visually appealing, and easy to share.
- Works with other Causa and PCUN staff to integrate materials into existing programs such as PCUN's Centro de Servicios and Causa's Civic Engagement program.

### **General**

- Attendance and participation in monthly Causa staff meeting and supervisor check-ins
- Timely submission of reimbursements, timesheets, and other organizational needs.

### **REQUIREMENTS & QUALIFICATIONS**

- Passion for immigrant rights.
- Bilingual (Spanish/English).
- Experience with volunteer coordination and trainings.
- Strong interpersonal skills; ability to build trust and maintain genuine relationships.
- Strong oral communication, research, organization, and writing skills.
- Ability to work effectively in a fast-paced environment; must be well organized, detail-oriented.
- Ability to work independently, with supervision, and as part of a team.
- Ability to create systems and accurately track results.
- Prior experience working at a nonprofit, legal agency, or campaign a plus.

### **HOW TO APPLY:**

Please send a cover letter, resume, and list of references to [andrea@causaoregon.org](mailto:andrea@causaoregon.org) no later than Monday, May 22 by 5pm.

Causa is an equal opportunity employer committed to a diverse, multicultural work environment. People of color and people of diverse sexual orientations, gender expression, and identities are encouraged to apply.

### **Additional Information**

- Supervisor: Causa Executive Director
- Location: This position can be based out of Causa's Salem or Portland offices.
- Duration: Full time temporary position, June 1<sup>st</sup>- January 31<sup>st</sup> 2017, potential for extension depending on funding.
- Hours: 1.0 Full Time Equivalent (40 hours/week), some weekends and travel included.
- Compensation: \$3,000-\$3,750/month DOE.