

## **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.

## **BACKGROUND**

To address changes to immigration enforcement and rising community needs, Causa and our partners came together to establish an immigrant inclusion plan that seeks to create a stronger immigrant rights infrastructure meshing community based organizing, immigrant defense work, immigrant rights policy development, and public discourse on immigrants in Oregon to create inclusion throughout the state. We will accomplish this through a coalition structure called Oregon Ready. The Oregon Ready Coalition Manager will play a central role in maintaining and growing this infrastructure as part of a team.

## **OREGON READY COALITION MANAGER OVERVIEW**

Under the immigrant inclusion plan, the Oregon Ready Manager is responsible for articulating, facilitating and implementing a community- based, collective plan to envision, create, and build an immigrant inclusive Oregon. The Manager works in close relationship to the Immigrant Rights Attorney, Policy Director, and other staff of the Immigrant Inclusion Plan in order to move forward strategic activities in the following areas: Public Policy, Raids Response/Rights Defense, and Legal Services.

## **POSITION RESPONSIBILITIES**

### **Coalition Management**

- Further the infrastructure and priorities of the Oregon Ready Coalition. Coordinate a diverse coalition and report on progress regularly. Organize and facilitate regular meetings and maintain records.
- Maintain consistent communications with coalition including regular updates, resources, and opportunities for engagement. Provide logistical support to keep projects and committees running smoothly.
- Plan for and respond to emerging issues of law, policy, and changes in the enforcement landscape.
- Conduct regular and ongoing outreach and communication to collaborators to ensure

organizational leaders and their appropriate staff are engaged in plan implementation. The coordinator will work with organizational leaders to troubleshoot problems, identify emerging needs, and work to put forward solutions.

- Manage and maintain the Oregon Immigration Resource website and social media.
- Track and manage progress.
- Provide tools for coalition members to use to advance the immigrant inclusion plan; develop trainings for Oregon Ready staff and coalition partners as needed.
- Participate in regional, state and national coalition relationships to bring useful resources to Oregon and report out what our collaboration is achieving for peer to peer learning.

### **Project Management**

- Overall management of the immigrant inclusion plan to ensure gaps are filled, needs are met, and deliverables are achieved.
- Responsive and constant communication between collaborators and leaders within the plan.
- Coordination and convening of staff including regular meetings with efficient agendas to address short term and long term needs, and make adjustments to the plan as needed.

### **General**

- Attendance and participation in monthly Causa staff meeting and supervisor check-ins.
- Timely submission of reimbursements, timesheets, and other organizational needs.
- Participation in major Causa campaigns and events.
- Creation of an annual, personal work plan; Submission of an annual report.

### **REQUIREMENTS & QUALIFICATIONS**

- Minimum 3 years' experience working within a nonprofit or campaign team. Experience working with immigration legal nonprofits is a plus.
- Demonstrable knowledge of the current immigration and political environment and understanding of immigration legal & policy terms and processes.
- Demonstrated experience working with a diversity of stakeholders to achieve a common goal.
- Experience with group facilitation, consensus-building, and coalition processes.

- Ability to create new systems and accurately track results.
- 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.
- Bilingual (Spanish/English) is preferred.

### **HOW TO APPLY:**

Please send a cover letter, resume, and list of references to [andrea@causaoregon.org](mailto:andrea@causaoregon.org). Applications will be accepted until the position is filled.

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 position for a 12 month period, potential for extension depending on funding.
- Hours: 1.0 Full Time Equivalent (40 hours/week), some weekends and travel included.
- Compensation: \$45,000-\$50,000 DOE, full medical and dental coverage, paid vacation.