

## **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**

- Coordinate Oregon Ready, a diverse statewide coalition with the objective of advancing the coalition's Immigrant Inclusion Plan.
- Prepare coalition meeting agendas in collaboration with coalition members, schedule, facilitate, and assist with note taking at regular meetings.
- Maintain records for coalition-wide access in shared Google drive.
- Support consistent communications with the coalition partners including regular updates, resources, and opportunities for engagement.
- Provide day-to-day logistical support to keep projects and committees running smoothly.

- Report on progress and updates regularly to the Oregon Ready Steering Committee and Causa supervisor.

### **Communications and Outreach**

- Conduct regular and ongoing outreach and communication to collaborators to ensure organizational leaders and their appropriate staff are engaged in plan implementation.
- Manage and update the Oregon Immigration Resource website and social media in collaboration with coalition partners.
- Provide tools for coalition members to use to advance the immigrant inclusion plan; support the development of trainings as needed 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.
- Work with organizational leaders to troubleshoot problems, identify emerging needs, and work to put forward solutions.
- Schedule, organize, and coordinate statewide convenings with efficient agendas to address short term and long term needs, and make adjustments to the plan as needed.
- Plan for and respond to emerging issues of law, policy, and changes in the enforcement landscape.

### **General**

- Attendance and participation in monthly Causa staff meetings and weekly 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 and submission of an annual report.

### **EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES**

- Demonstrated commitment to racial and gender equity and track record of success working with communities of color, women, low-income people, rural communities, LGBTQIA individuals, and other historically marginalized communities, Bi-cultural/Bi-racial with a strong sense of community.

- Experience working and leading coalition projects.
- Ability to build extensive, trusting, and respectful relationships across the spectrum and in diverse communities.
- Ability to develop allies and work collaboratively in coalitions, and to navigate internal political dynamics among partner groups.
- Strong time management skills and the ability to manage multiple projects simultaneously in a fast-paced environment with frequently changing demands.
- Team player with demonstrated understanding of how to work collaboratively with colleagues across departments and functions.
- Excellent written, oral, and digital communication skills.
- Dedication and ability to work flexible hours.
- Spanish language proficiency both written and verbal is preferred.

### **ADDITIONAL INFORMATION**

- Supervisor: Causa Executive Director
- This position can be based out of Causa's Salem or Portland offices. Currently a virtual position given COVID-19 guidelines.
- Duration: Full-time position for a 12 month period, the potential for extension depending on funding.
- Hours: 1.0 Full-Time Equivalent (40 hours/week), some weekends and travel included.
- Compensation: 40,000-55,000 DOE with Paid sick leave, vacation benefits, and health benefits.
- This is a Union represented position.

### **HOW TO APPLY:**

Candidates must submit a cover letter and a resume to [isa@causaoregon.org](mailto:isa@causaoregon.org)

Please include the following in the email subject line: Oregon Ready Coalition Manager.

The position will remain open until filled.

**EQUAL OPPORTUNITY EMPLOYER:** Causa is an equal opportunity employer and does not discriminate in the selection of candidates for employment on the basis of race, color, national origin, religion, sex or sexual orientation, marital status, disability, age, military service, family medical history, legal source of income, gender identity, political affiliation, or family leave obligations. Women, people of color, and people with disabilities are encouraged to apply. ADA accommodations will be provided upon request.