



CAUSA MISSION & VISION

Causa works to improve the lives of Latinx immigrants and their families in Oregon through advocacy, coalition building, leadership development, and civic engagement. Latinx 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 Latinx immigrants and their families.

An important part of Causa's work is managing the Oregon Worker Relief Fund Coalition, in collaboration with the OWRF Executive Committee composed of, Causa, PCUN, Latino Network, Innovation Law Lab, Seeding Justice, Asian Pacific American Network of Oregon (APANO), and Consejo Hispano. The Oregon Worker Relief Fund Coalition is united by our shared values around immigrant and economic justice. We believe in creating an Oregon where everyone is treated with dignity, respect, and has the opportunity to thrive. We are a coalition of over 100 organizations from across the state committed to long-term change. We seek to address the disproportionate financial disparities caused by COVID-19 by creating a disaster relief fund.

COALITION MANAGER OVERVIEW

The OWRF Coalition Manager will be tasked with managing the OWRF Coalition. This includes coordinating and facilitating the lobby, infrastructure, communications, and executive committees that make-up the coalition, planning, and execution of both long and short term coalition projects, and developing and fostering relationships with member organizations.

POSITION RESPONSIBILITIES

Coalition Management

- Manage Executive Committee- work closely with the coalition chair, set meetings, take notes, follow up on goals and activities
- Manage other coalition committees, such as the communications committee, the infrastructure committee, the COVID-19 immigrant rights coalition, the lobby committee and develop new committees as needed
- Coordinate a diverse coalition and report on progress regularly
- With coalition leaders, execute a public advocacy campaign both at the state level and at the county level
- Track and coordinate coalition fundraising efforts
- Coordinate external and internal communication efforts, and providing tools for coalition members to use in their internal/external communications
- Develop and deliver trainings for coalition members' staff and volunteers
- Participate in regional, state, and national coalition calls, build relationships with local and state government officials and stakeholders to develop shared goals, raise resources, and develop joint messages
- Serve as spokesperson for the coalition when needed

Causa Support

- In coordination with Causa's organizers, educate and engage Causa's base and partners around coalition activities
- Other duties as assigned.

Qualifications

- 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
- General understanding of local policy and legislative process, political strategic planning, and the ability to build extensive, trusting, and respectful relationships across the political 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, functions, and with a diverse group of people from diverse backgrounds
- Excellent communication skills, both written and oral, strong research and analytical skills, and the ability to articulate legal concepts and complex policy issues tactfully and effectively to a variety of audiences
- Dedication and ability to work flexible hours
- Spanish language proficiency

General

- Attendance and participation in Causa staff meetings, staff check-in calls, and staff retreats
- Attendance and participation in Causa major events.
- Timely submission of reimbursements, timesheets, and other organizational needs.
- Creation of an annual, personal work plan
- Submission of an annual report at the end of the duration.

Additional Information

- Supervisor: Causa Executive Director
- Location: Virtual office (During Covid-19)
- Duration: Limited Duration, with potential for extension depending on funding, Full-time position
- Hours: Full-Time Equivalent (40 hours/week), some weekends and nights
- Pay \$55-\$60K

HOW TO APPLY: Candidates must submit a cover letter and a resume to jenny@causaoregon.org.

Please include the following in the email subject line: OWRP 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.