

# Contra Costa Immigrant Rights Alliance (CCIRA)

A project fiscally-sponsored by EBASE

## **JOB ANNOUNCEMENT: Contra Costa Immigrant Rights Alliance Coordinator**

*Exciting Opportunity to Join the Movement for  
Immigrant Rights, Racial Justice, and Resistance in the wider East Bay*

**Contra Costa Immigrant Rights Alliance** ("CCIRA"), seeks a full-time Coordinator to assist with CCIRA's work of advancing immigrant rights and base-building in Contra Costa County. CCIRA is a new coalition of community, faith, advocacy and immigrant-led organizations that formed in the Spring of 2017 to provide a platform to share and support actions by multiple players across the county and to collectively move campaigns forward by drawing on the experience and best practices of organizations doing this work locally and in other counties and to engage the broader community in supporting immigrants. The mission is to help make Contra Costa a county that welcomes, honors, and protects the rights of immigrant members of our communities. We seek to:

- Advocate for city and county policies that protect the rights and due process of immigrants in this hostile political climate;
- Improve access to resources and services for immigrant communities;
- Lift up the voices and leadership of the most vulnerable immigrants and foster more base-building across the County; and
- Educate, train and foster a deeper analysis of the broken "crimigration" system among immigrant communities and allies.

**Position Summary:** The CCIRA Coordinator will have primary responsibility for organizing the day-to-day activities of the alliance, including coordinating monthly general meetings and committee work, recruiting new members, and assisting Alliance members in base building and mobilizing direct actions. The Coordinator will report to the Personnel Committee of CCIRA, which includes EBASE's Campaign Director, and be based out of EBASE's office in Concord, CA.

### **RESPONSIBILITIES**

#### **Alliance Coordination**

- Meet with current members and outreach to new organizations to join CCIRA.
- Identify, engage and develop grassroots leaders by conducting one-on-one meetings with community members in the three regions of Contra Costa County.
- Coordinate community events, educational forums, and town hall meetings to help support and resource community networks.
- Support CCIRA organizations to engage community members, clergy and others to advocate for the rights, protection and inclusion of our immigrant community.
- Coordinate interpretation as needed for community and other events in consultation with monolingual English and Spanish speaking CCIRA members.
- Attend Internal Coordination Committee and General Membership meetings and send out meeting reminders to CCIRA members.
- Take and distribute agendas and minutes for CCIRA meetings; maintain Google Docs for use by committee members.
- Help create and disseminate materials in multiple languages as needed.
- Serve as a liaison with similar coalitions and immigrant rights organizations in the region.

#### **Communications**

- Coordinate development of a CCIRA website to create a valuable tool for education and resources.

- Manage CCIRA's Facebook and other social media accounts, in consultation with Internal Coordination Committee and other members.
- Help create a shared calendar for CCIRA to note member organizations' events.
- Work with other members to organize and promote events, including town halls and other community events.

### **Grants Management**

- Working with EBASE Campaign Director and finance staff, manage CCIRA grants, including submitting reimbursement requests in a timely manner, drafting progress reports and maintaining communication with grantmakers as needed.
- Create and manage budgets, in consultation with CCIRA Internal Coordination Committee and EBASE Campaign Director.
- Research other opportunities for funding for CCIRA.

### **Qualifications:**

- BA degree, or equivalent work experience
- Minimum of three years' experience working in diverse coalitions and networks
- Experience with organizing running justice-oriented campaigns and/or doing direct organizing (workers, students, community groups, or faith-rooted organizations)
- Ability to work with diverse racial/ethnic communities, and experience working in immigrant rights a plus
- Discipline and ability to work independently, with excellent time management skills
- Excellent oral, written, organizational skills; strong interpersonal and relational skills
- Capacity to think strategically and analytically about social, economic, cultural, and political issues
- Creative, self-directed, motivated, and reliable
- Excellent attention to detail
- Ability to work flexible hours, including some evenings and weekends
- Bilingual preferred
- Contra Costa resident a priority
- Must have a car, insurance and a current drivers' license.

### **Compensation and Benefits**

This is a 9-month, full-time, exempt position with the high possibility of extension, based on funding. Competitive salary between \$53,000 - \$60,000 depending on experience. Benefits include medical, dental and vision, paid holidays and vacation.

### **Application Process**

Please submit a cover letter, resume, 2 to 3 short writing samples, and three references via email to the CCIRA Search Committee, [search@workingeastbay.org](mailto:search@workingeastbay.org), using the **Subject Line: CCIRA Coordinator**. Please send documents in Microsoft Word or Adobe pdf format. No phone calls please. **Applications due by Nov. 12, 2017 at 5:00 PM, but will be reviewed on a rolling basis.**

East Bay Alliance for a Sustainable Economy (EBASE) serves as the fiscal sponsor for CCIRA. EBASE has an 18-year track record of advancing economic, racial and social justice by building a just economy in the East Bay based on good jobs and healthy communities. We address the root causes of economic injustice by developing strategic alliances among community, faith, and labor to build power and create change with low-income workers and communities of color.

*EBASE is an affirmative action employer, and strongly supports the social goals of affirmative action. We therefore make special efforts to recruit individuals from groups that are historically under-represented in professional environments, or that suffer from broader societal discrimination.*