

Compañeros Program Director
San Juan Citizens Alliance
Durango, Colorado

Position summary

The Compañeros Program Director is a full-time position that will be responsible for the Compañeros Program of the San Juan Citizens Alliance, a 24-year-old grassroots organization dedicated to social, economic and environmental justice. We organize San Juan Basin residents to protect our water and air, our public lands, our rural character, and our unique quality of life while embracing the diversity of our region's people, economy and ecology. The Compañeros program is the social justice wing of the Alliance that defends and advocates for the rights of Immigrants and Latinos.

The Compañeros Program Director duties will include 1) Running and supporting the Compañeros programs 2) Leadership development, 3) Community outreach and 4) grant writing to finance and support the Compañeros Program

Responsibilities

The Compañeros Program Director is a full-time position that has primary responsibility to set and oversee Compañeros activities including the following specific duties:

I.) End Unjust Enforcement:

- Organize four “Know Your Rights Training “ each year.
- Participate in monthly calls with the Colorado Immigrant Rights Coalition
- Research state law enforcement records to document push for change in enforcement laws in the 2011 legislative session
- Organize citizens and coalition partners around secure communities issues.

II.) Civic Engagement:

- Organize candidate forums addressing issues that will affect Latino and immigrant communities.
- Conduct a voter registration drive
- Organize a ballot issue forum the week that mail-in ballots are mailed.
- Organize a group of at least ten members to attend the Latino Advocacy Days event in Denver during the State Legislative session
- Organize community meetings with all state and local officials at least once a year.

III.) Tax Help Program:

- Work with the VITA Certification Program to organize VITA training for volunteers.
- Make sure that all the updated scores of the VITA volunteers are shared with the I.R.S.
- Oversee the Compañeros VITA Program from Feb. 15-April 15.
- Send all required reports to the VITA management program head.

Leadership Development

- Responsible for finding and recruiting potential community leaders and sending them to leadership development programs offered by our allies such as The Colorado Immigrant Rights Coalition and our funders.
- Responsible for being a community Liaison with the Unity Project.

Community Outreach

- Recruit DJs for Spanish radio program on KDUR
- Work with the Unity Project to coordinate community events
- Responsible for helping coordinate the Counsel Mobil with the Mexican Consulate.
- Conduct outreach to educate and activate the community to respond to federal and state legislation that affects Latino and immigrant populations.
- Act as conduit between the host community and immigrant populations

Grant Writing & Fundraising

- Research all funding sources for the Compañeros Program.
- Work with the Executive Director on grant inquiries, proposals and reports.
- Plan and implement three annual fundraisers including Quince and Cinco de Mayo events
- Plan and staff drink booth during Oktoberfest.
- Plan and implement a membership program.

Qualifications/Requirements:

- Ability to recruit, inspire, manage and mobilize volunteers and citizens to take action;
- Ability to work effectively with a diversity of people and constituencies, especially experience working with immigrant populations;
- At least four years' experience or demonstrated ability in coordinating grassroots campaigns, community and/or political grassroots field organizing;
- Demonstrated fundraising abilities, including grant-seeking and writing, interactions with foundations, individual donors and members;
- Excellent people and organizational skills;
- Superior phone, verbal and written communication skills;
- Exceptional networking skills and savvy a must;
- Ability to multi-task and work under deadline;
- Experience in developing and maintaining media and government relations;
- Ability to work with other staff and coalition partners in a team;
- Self-directed and efficient;
- Attention to detail;
- Strong problem solving and trouble shooting skills;
- Intermediate computer skills;
- Experience with event and activity logistics and planning;

- Willingness to travel throughout the state and region, sometimes on short notice;
- Belief in protecting the San Juan Basin's communities and quality of life through citizen action.

Special job requirements:

Must be fluent in English and Spanish languages. Expect flexible work hours, including some weekend and evening hours. Knowledge of the immigration system and Immigration laws a plus.

Compensation and benefits:

Salary range is \$30,000-\$36,000 (DOE) plus full benefits package including vacation, holiday and sick leave.

Submit resume/cover letter by Aug. 15, 2010 to:

Compañeros Program Director.

San Juan Citizens Alliance

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San Juan Citizens Alliance is an Equal Opportunity/Affirmative Action Employer