



Job Title: Community Advocacy Coordinator

Reports to: Director of Community Building

Employment Status: Full Time, Exempt Salary. Includes eligibility for health benefits and paid leave. Grant Funded Position.

Founded in 2000, Mano a Mano is an immigrant-based, community development organization whose mission is to empower immigrant families to become full participants in their community. Our vision is an integrated community where everyone has access to opportunities and pathways to success. We implement this mission through our five programs: Healthy Families, Productive Parents, Successful Children, Democracy in Action, and Engaged Citizens. Our work is sustained by our respect for human dignity and our belief in the equality of all people. Located in Round Lake Park, Mano a Mano serves more than 5,000 immigrant families annually from across Lake and McHenry Counties. Mano a Mano also has a satellite office in North Chicago and other community-based sites across Lake County.

POSITION SUMMARY: Community Advocacy Coordinator (CAC) is responsible to support the development and implementation of the organization's civic engagement and advocacy work, which is focused on community transformation through policy advocacy and relational community building. The CAC position requires a flexible and practical approach to building collaborations, community awareness, engagement, and power within local systems through capacity building, education, and grassroots outreach. Together with community members and leaders, the CAC will build relationships with community members and local leaders, and officials to assure accessibility to community processes, resources, programs, and decision-making. The CAC will support the logistics of program/project planning, event planning, community organizing, and outreach. They may be assigned other duties as necessary, supporting the leadership team in activities such as fundraising and event planning.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Community Advocacy:

- Support the design and implementation of multi-year community advocacy and policy agenda that is led by and to the benefit of immigrant families and community members
- Identify barriers to participation and access to programs and resources by the immigrant community. Identify and connect community members with community resources, processes.
- Coordinate anti-racist trainings for community leaders and dialogues for community members to eliminate racism and anti-blackness within Latinx communities
- Supports the strategy and protocols for working with community leaders/partners
- Develop campaign strategies with organizers and partners
- Plans, prepares, and coordinates logistics for all advocacy events and activities



- Identify opportunities and develop strategies to build relationships and cultivate partnerships and with immigrant community groups, local organizations, businesses, and associations.
- Coordinate community-focused conversations and facilitate connections to and among community members/partnerships
- Conducting outreach, education, and training that prepare immigrants to know their rights and gain knowledge to access state and local public benefits
- Base-building and the development of a core group of leaders to develop a sophisticated analysis of benefits programs to take on leadership positions in the community to outreach, educate and guide individuals to obtain the benefit programs.
- Work with agencies to assure program benefits are accessible to immigrant families.
- Monitor and maintain awareness of benefits programs provided by government or other agencies to immigrant families.
- Monitor the Project Puentes grants reporting related activities; maintain data accuracy in the appropriate database.

Outreach and Civic Engagement:

- Advocates for more immigrant community member inclusion on local municipal boards and committees.
- Represent the organization at different community meetings, coalitions, and committees.
- Plans, prepares, and coordinates logistics for all civic engagement events and activities
- Collaborates with the Director of Community Building and the leadership team to develop communications strategies that will broaden programmatic reach and deepen the impact.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, must be fluent in written and oral English and Spanish, must demonstrate excellent people and communication skills, sensitivity to people's needs, a good understanding of immigrants' issues; must be a team player, self-starter, and computer literate with an ability to meet deadlines.

This is a professional position and a bachelor's degree is required with at least 4+ years of experience in public policy advocacy and community organizing in immigrant communities. Past experience working with immigrants and understanding the issues that suburban immigrant communities face is important. The incumbent should be culturally and linguistically fluent in Latin American cultures and customs and the Spanish language at a professional level (written and verbal), respectively. They should be experienced and comfortable with representing their organization in public and at decision-making tables.

Required Skills:

- Demonstrate knowledge of the different benefit programs offered by government agencies and other agencies for immigrant families.
- Demonstrate knowledge of the political structure at the local, state, and national level
- Strong leadership and project management skills



- Strong ability to multi-task, self-manage, and be self-aware and communicate about needs for additional resources, support, and/or workflow evaluation and design
- Ability to speak in front of large groups and in public
- Demonstrated knowledge/experience in the areas of community engagement, communications, and community organizing
- Excellent communication skills as shown by the ability to communicate clearly, professionally, and effectively with others, both orally and in writing, in English and Spanish
- Excellent judgment and ability to make decisions and communicate in a way that advances the best interest of the organization always
- Ability to establish and maintain effective working relationships with community partners, social service providers, elected officials, colleagues, and supervisors
- Fully bilingual (English/Spanish), written and verbal
- Computer skills (Microsoft Office Word, Access, PowerPoint, Internet search, Excel, and Publisher)

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to canvass the community, access community businesses, and organizations, operate normal office equipment, and carry and set up equipment for outreach events, and use a computer for extended periods of time.

Transportation: Because this position requires regular geographic mobility, all candidates must have access to reliable personal transportation and a valid driver's license. Job-related travel will be reimbursed on a monthly basis.

Mano a Mano Family Resource Center is an EEO employer that provides employment opportunities either salaried or volunteered regardless of sex, race, religion, national origin, age, or disability.

Mano a Mano, Family Resource Center has an affirmative policy to maintain the workplace free of sexual harassment and intimidation.

Please send cover letter and resumes to Carla Rosales (crosales@mamfrc.org)