



**Job Title:** Community Building Organizer

**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 Building Organizer (CBO) is responsible for organizing and engaging communities directly impacted by the policy & advocacy work of Project Puentes. This position identifies, recruits, and develops emerging leaders and coordinates constituent-led groups. The CBO will coordinate community engagement, education, and advocacy efforts through outreach and speaking events; and participate in coalitions focused on civic engagement.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### **Community Leadership Identification, Organizing & Development:**

- Support the design and implementation of a multi-year community-building organizing plan that is led by and to the benefit of immigrant families and community members
- Identify barriers to participation and access to civic engagement and anti-racism self-transformation work by the immigrant community. Identify and empower community members with education and resources to become civically engaged
- Engage directly impacted immigrant communities in the development of key activities to address the impacts of our community's systems and structures; assist leaders with identification of priority issues, campaign, and strategy development
- Develop and execute training for leadership growth and development, including training to become public speakers at community forums, knowledgeable on how to civically engage government agencies, and awareness-raising events
- Document leaders' growth and skill-building over time. Maintain database and other records on leader engagement in meetings, training, public speaking events, and legislative activities. Maintain documentation of events and meetings, including attendance, fliers, meeting minutes, and other documentation as needed
- Manage and facilitate community leader meetings, a group of people engaged in setting priorities for Project Puentes' policy and advocacy agenda and its community education work

- Identify base-building opportunities and recruit and engage new community members in leadership groups in Lake County and potential groups outside Lake County
- Conducting outreach, education, and training that prepare immigrants to know how to engage civically all government agencies
- Base-building and the development of a core group of leaders to develop a sophisticated analysis of how structural changes to improve the lives of the immigrant community can occur through outreach, engagement and education, and participation in civic engagement
- Work with agencies to assure information is accessible to immigrant families. Not limited to language barriers, accessibility barriers, etc.
- Create and implement activities to ensure leaders play greater roles in shaping outcomes that promote Mano a Mano Family Resource Center advocacy goals
- Collaborate with staff, partners, and impacted individuals to help develop, build, and support coalition activities and policy efforts

**Issue Advocacy:**

- Contribute to the development of legislative or policy recommendations through participation in community meetings, legislative task forces, and/or coalition workgroups or commissions aligned with Mano a Mano’s campaign goals
- Develop, organize, and mobilize leadership groups to educate the immigrant communities in Lake County, grasstops, members of the Illinois General Assembly, and other stakeholders on the policy priorities of MAMFRC through in-district meetings, testimony at legislative or public hearings, and other partner coalitions
- Attend and develop leadership to monitor government meetings. Work with community leaders to identify barriers of the immigrant community to fully engage in civic engagement. Develop a plan to address the barriers
- Manage volunteers that participate in campaign and recruitment efforts

**Marketing & Communications:**

- 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 Bachelor’s degree preferred, not required. and at least 2+ 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). They should be experienced and comfortable with representing their organization in public and at decision-making tables.

#### Required Skills:

- Demonstrate knowledge of the political structure at the local, state, and national level
- Strong leadership, ability to manage multiple projects and a variety of tasks.
- Track record of developing and maintaining strong working relationships with a diverse group of stakeholders.
- 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, government agencies, elected officials, colleagues, and supervisors
- Fully bilingual (English/Spanish), written and verbal
- Computer Skills (examples: Microsoft Office Word, Access, PowerPoint, Internet search, Excel, and Publisher)

NOTE: This position includes non-traditional hours – weekends and evenings – are required.

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 ([croales@mamfr.org](mailto:croales@mamfr.org))