POSITION ANNOUNCEMENT
Outreach & Education Coordinator (Bilingual)
Position to Start March 15th, 2020
We are accepting applications until the position is filled; priority given to applications submitted before February 21st.

Who we are:
The Civil Liberties Defense Center (CLDC.org) supports movements that seek to dismantle the political and economic structures at the root of social inequality and environmental destruction. We provide litigation, education, legal and strategic resources to strengthen and embolden their success.

Summary:
The Outreach and Education Coordinator position will: (1) be fluent in Spanish; (2) coordinate our Legal Escort for Immigrants program; (3) Organize quarterly Train the Trainers classes in English and Spanish; (4) coordinate and schedule our Know Your Rights and other trainings; (5) serve as a liaison to our local community, focusing on developing stronger relationships between the CLDC, marginalized communities, and local grassroots organizations; and (6) assist in mentorship and/or direct a growing number of CLDC interns/volunteers.

Candidate should enjoy working with diverse groups and possess strong interpersonal communication skills, organization skills, and cultural and anti-oppression competence. The goal of this position is to empower, mobilize, and unite community members to build grassroots community organizing power through effective, interactive leadership development forums and workshops.

Specific Job Responsibilities:
• Organize quarterly Train the Trainers course for our Know Your Rights for Immigrants and Know Your Rights for Activists trainings, including using online course technology.
• Organize and schedule other Know Your Rights trainings and events.
• Work with our community partners to coordinate the Legal Escorts for Immigrants program.
• Build relationships with other organizations and community leaders to connect them with CLDC resources and trainings in support of their organizing.
• Work with the CLDC Directors to develop, organize and coordinate our volunteer and internship programs.
• Delegate tasks to office interns and volunteers as appropriate; oversee intern and volunteer work.
• Perform other related duties as assigned to accomplish overall purpose of the position, including administrative tasks and public events, as necessary.

Experience and Qualifications:
• Bilingual in English and Spanish required (fluent and/or native speaker preferred)
• 2 years of community organizing or outreach experience.
• Experience supervising, coordinating, and/or recruiting volunteers and interns.
• Strong organizational, time management, and project management skills.
• Demonstrated commitment and familiarity with a wide range of social and environmental justice issues, including environmental/climate, animal rights, racial justice and immigrant rights, civil and human rights.
• Strong written and verbal communication skills. Must be proficient in English grammar; able to read and write in Spanish.
• Ability to prioritize tasks, work independently and meet deadlines.
• Must be proficient using Macintosh computers (or ability to learn), Microsoft Office (including Word, Excel, and PowerPoint).
• Familiarity with security culture and digital security preferred.

Pay and Benefits:
This position is full-time, 40 hours per week, based in our Eugene office. This person will work directly with the Executive Director & Associate Director.

• Salary $36,000-$42,000, commensurate with experience
• Term: At least a 2-year commitment required
• The position will be based out of our office in Eugene, but some travel may be required.
• Benefits includes paid vacation, sick leave, holidays, $400/month health care reimbursement, professional development budget, flexible work schedule, and other perks!

Our core values lead us to seek a broad range of perspectives and backgrounds to achieve our mission and to maintain an inclusive environment where all staff are valued and respected. As an equal opportunity affirmative action employer, we are committed to employment practices that ensure that employees and applicants for employment are provided with equal opportunities without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, gender expression, genetic information or any other factor that is not related to the position. We seek to redress past discrimination through active measures to ensure equal opportunity in employment.

The CLDC will consider qualified applicants with arrest and conviction records for employment.

How To Apply:
Interested candidates should submit:
• Resume
• Cover letter stating your interest and confirming that you are fluent in Spanish (do not apply if you are not fluent in Spanish)
• 3 professional references and at least one environmental/social justice activist reference

Please send all materials in a single PDF to office[at]cldc.org—Subject: “[Your last name]—Outreach & Education Coordinator.”

Please, no phone calls, hard copies, or drop-ins. If you’re having technical difficulties submitting your application or questions, please reach out to charles[at]cldc.org.