

Immigrants' Rights Organizing and Advocacy Coordinator

ACLU of Arkansas

The ACLU of Arkansas is a state affiliate of the ACLU, a national organization that works to preserve and promote civil liberties on the national and local levels, including the rights of immigrants. Working with the ACLU of Arkansas is a unique opportunity to interact with and support the work of immigrants and their advocates as we build our collective power to create reform.

Position Summary

The Organizing and Advocacy Coordinator will provide coordination and support to immigrants, community-based organizations, churches, community leaders and service providers in Arkansas, principally the northwest region, with the goal of ensuring that the rights of immigrants are protected. The Coordinator will work closely with the ACLU executive director and staff attorney to implement local immigration reform. When possible, the Organizer will be on hand to respond to immediate grassroots needs. The ideal candidate is a self-starter who can work independently while under supervision, an experienced organizer, and a strategic thinker capable of producing consistent quality work in a timely fashion.

The position is a one-year, grant-funded arrangement with likelihood of renewal.

Specific Responsibilities

- Nurture and build relationships with grassroots organizations, attorneys and community leaders in select areas of the state, principally northwest Arkansas. Work with grassroots partners to coordinate and amplify local organizing strategies and create an immigrants' rights network. The work will focus on Latino and Hispanic populations, but may include others.
- Set up and facilitate communication and coordination among the individual and organizational advocates, including churches, attorneys, and others. Set up monthly conference calls or other means of regular communication, provide minutes and ensure follow-up.
- Reach out to members of Latino/Hispanic communities to assess needs and problems and coordinate delivery of services.
- Represent the ACLU in a professional manner within the organization and externally. Articulate, both orally and in writing, ACLU views to the public and the media on issues related to immigrants' rights.
- Investigate and gather information on conditions at immigrant detention facilities, including county jails, through research and on-site visits with a focus on due process violations and inhumane treatment, and create reports on the results.
- Obtain information from government bodies.
- Coordinate public education events for both Spanish- and English-speaking audiences to discuss and distribute information on immigrants' rights issues.
- Coordinate media communications activities, including setting up press conferences, writing press releases, and speaking for the ACLU for both the English- and Spanish-language media.
- Prepare monthly reports of program activities.

- Attend local meetings as required and engage in statewide and frequent travel for research or client visits.
- Perform administrative tasks associated with the job (take minutes at meetings, etc.).
- Engage in other related duties as assigned by the executive director.

Qualifications: Experience/Skills:

- Fluent in Spanish and English.
- Excellent interpersonal skills.
- Strong group facilitation and coalition building skills.
- At least 3 years community organizing experience at the community and/or national level with grassroots groups.
- Demonstrated ability to work as part of a multi-disciplinary and multi-cultural team with a wide spectrum of stakeholders and ability to maximize the ability of the team to function at a high level.
- Ability to identify opportunities for outreach and coordination with allies. Experience in mobilizing key constituents, developing leadership and building grassroots support.
- Experience with immigration, human rights, social justice issues, or immigrant communities.
- Knowledge of immigrant-related issues and a commitment to immigrants' rights; respect for differences of race, ethnicity, age, gender, sexual orientation, religion and ability.
- A confident, professional and outgoing presentation.
- Ability to work occasional overtime or irregular hours, including some weekends.
- Current driver's license and access to a car a must. Willingness to travel across the state periodically.
- Ability to learn quickly.
- Ability to produce consistent, professional, quality work.
- Excellent verbal and written communication skills.
- Proficient computer skills, particularly Word, email and the use of listservs.

This position reports to: The Executive Director or her designee

Salary & Benefits: ACLU offers a competitive salary and an excellent benefits package, including health and disability benefits fully paid for by employer.

Closing Date of Position: Open until filled

How to apply: Please submit resume, a cover letter that includes salary expectations, and at least two writing samples to: Organizer Position; ACLU of Arkansas; 904 West 2nd Street; Little Rock, AR 72205. The position will remain open until filled, and will not close before 7/15/09.

The ACLU is an equal opportunity/affirmative action employer and encourages women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals to apply.