



Long Beach Immigrant Rights Coalition

Rapid Response Coordinator Position

Position: Rapid Response Coordinator

Employee of: Community Partners (fiscal sponsor)

Hours and Compensation: Full-time employee with an annual salary of \$20 an hour plus benefits. Generous benefits include paid vacation and sick time; health, dental, and vision coverage; and life insurance and retirement options.

Who we are: The Long Beach Immigrant Rights Coalition (LBIRC) is a community based organization of individuals and organizations whose mission is to work on the statewide and national level, for more humane and just immigration policies and practices with greater respect for the human rights and dignity of all immigrants through education, services, and advocacy.

The Position: The Rapid Response Coordinator will be in charge of managing and coordinating LBIRC's Undocumented Community Relief Fund, Long Beach Liberation Bond Fund and our Rapid Response Hotline.

Responsibilities:

- Respond and record hotline incoming calls on designated software.
- Assist with intake, document coordination, and filling out forms.
- Assist with referring cases to legal partners for legal representation.
- Troubleshoot and coordinate technical problems on the rapid response hotline.
- Coordinate and facilitate meetings as needed with volunteers to ensure all activities are coordinated and carried out.
- Communicate and respond to informational requests about rapid response hotline.
- Attend any rapid response network meetings and maintain regular communication with state and regional rapid response network partners.
- Facilitate Know Your Rights workshops.
- Receive and review bond fund applications.
- Attend monthly immigration bond fund meetings.
- Coordinate volunteers to post bonds.

- Coordinate bond fund fundraising efforts with LBIRC staff and community members.
- Maintain record of donations and coordinate with partners to ensure accurate record keeping practices.
- Communicate effectively and regularly with bond fund donors.
- Coordinate LBIRC's Undocumented Community Relief Fund, application process, community communications and distribution.
- Attend all staff meetings and required retreats and conferences.
- Monthly check-ins with the Executive Director.

Qualifications:

- Proficiency in spoken and written Spanish.
- Experience managing volunteers.
- Two years of program coordination/management or equivalent combination of education and experience.
- Strong administrative background, attention to detail, and organizational, problem-solving, and analytical skills.
- Strong technical skills, ability to operate and navigate the Rapid Response software.
- Ability to work remotely the majority of the time.
- Able to work some evenings and weekends as needed to carry out program activities.
- Experience and competency facilitating workshops, trainings, meetings, and other collective processes, especially with a popular education approach. Must be able to discuss race, class, gender, and other issues of power and identity with ease and comfort.
- Strong communication skills via online and traditional platforms.
- Experience working with immigrant communities of color.
- Experience in public speaking and/or teaching.
- Commitment to social justice and anti-racism.
- Good communication skills and ability to engage a diverse range of people in conversation, including in Spanish.
- Ability to work independently and as a member of a team.
- Strong work ethic.
- Well organized and responsible in meeting commitments
- Access to reliable transportation.
- Agreement with the mission and goals of LBIRC.
- Work authorization required. DACA recipients are encouraged to apply.

How to apply: Please submit a recent resume, a cover letter, and contact information for two people who are familiar with your work, experience and character. Send materials to: macruz@lbirc.org. Review of materials will begin on Jan. 15, 2021. Job will remain open until filled. For more information, contact Maribel Cruz at

macruz@lbirc.org.

Community Partners® is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring. We welcome applicants from diverse backgrounds and seek to hire qualified staff who reflect the rich diversity of the community we serve.