

Community Mobilization Manager Position

El Centro Hispano is looking to hire an enthusiastic and driven person for the newly created position of Community Mobilization Manager. This person will be part of the Advocacy and Civic Participation Department, and will work closely with the Director of the department to help craft policy, engage the community, work with grassroots groups/organizations, engage voters and take part in setting the advocacy priorities of the organization.

Candidates for this position must:

- Be fully bilingual, in Spanish and English;
- Have, at least, a Bachelor's degree in Policy, Political Science, Community Health, Social Work, or similar degrees and/or experience;
- Have experience in canvassing, grassroots movements, participatory approaches, advocacy, and/or community mobilizing in North Carolina;
- knowledge of Latino community and their lived experiences
- Have excellent communication and presentation skills;
- Have a minimum of 3 year of team management;
- Understand systems of power and the NCGA;
- Have extensive understand of office software such as Word, Excel, Power Point, etc.;
- Be eligible to work in the state of North Carolina;
- Agree with the mission and vision of El Centro Hispano.

Management Duties:

- Supervise staff working with special populations, schedules, review time sheets, process invoices and mileage reimbursement
- Hold team meetings, attend Manager's meetings
- Regularly update the Management of El Centro Hispano on key issues and priority areas;
- Update or create internal policy, in collaboration with the Management of El Centro Hispano
- Make presentations, media interviews, and, at times, travel to conferences;

Policy Watch/Development:

- Work with the Director of the Community Engagement and Advocacy Department to inform the advocacy platform of El Centro Hispano; design advocacy messaging
- Be informed and monitor policies affecting El Centro Hispano's priority areas;
- Create talking points, one sheets and/or reports on issues, proposals or policies within El Centro Hispano's priority areas;

Leadership Development:

- Build strategic partnerships with grassroots groups, advocacy organizations and community leaders
- Manage policy interns and community advisory board of Community Engagement and Advocacy Department of El Centro Hispano;

Community Mobilization:

- Develop and oversee implementation of community mobilization strategy
- Develop and disseminate public education campaigns on pressing issues or legislation
- Facilitate, support, and/or manage manage voter registration, voter engagement, canvassing and community mobilizing efforts of El Centro Hispano;
- Facilitate and support grassroots meetings, trainings and movements;

Training/Technical Assistance for government, community, and grassroots leaders on leadership development, advocacy, grassroots mobilization, racial equity, bias reduction, equity strategies and any other topics related to advance engagement of Latinos in policy forums

This is a full-time salaried position between 35K - 38K more benefits, such as; paid vacation, health insurance, dental, etc.

To apply send a cover letter and resume/CV to eposada@elcentrohispano.org.



El Centro Hispano, Inc.

Main Office:
2000 Chapel Hill Road
Suite 26A
Durham, NC 27707
Tel: (919) 687-4635
Fax: (919) 687-0401

Carrboro Office:
201 W. Weaver Street
Carrboro, NC 27510
Tel: (919) 945-0132

Raleigh Office:
421 Chapanoke Rd Suite
156
Raleigh, NC 27603

www.elcentronc.org

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