



## 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 Managers of the departments to help engage the community, work with grassroots groups/organizations and engage voters.

### *Candidates for this position must:*

- Be fully bilingual, in Spanish and English;
- Have, at least, a Bachelor's degree in Political Science, 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;
- 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;
- Update or create internal policy, in collaboration with the Management of El Centro Hispano
- Make presentations, and, at times, travel to conferences;

### *Leadership Development:*

- Build strategic partnerships with grassroots groups, advocacy organizations and community leaders;

### *Community Mobilization:*

- Develop and oversee implementation of community mobilization strategy;
- 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;

This is a full-time exempt salaried position with benefits, such as; paid vacation, health insurance, dental, etc. Starting yearly salary: \$48,880.

To apply, send a cover letter and resume/CV to [procha@elcentronc.org](mailto:procha@elcentronc.org).

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