



C • R • L • N
Chicago Religious Leadership Network on Latin America

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www.crln.org

Latin America Program Coordinator Job Description

Overview of the Chicago Religious Leadership Network on Latin America:

The Chicago Religious Leadership Network on Latin America (CRLN) is an interfaith education, action, and advocacy network. For over 30 years, CRLN has worked to open spaces for the voices of those in the Americas affected by U.S. policies and has worked in solidarity with movements for social justice and human rights. Through educational events, delegations, speaker tours, and issue updates CRLN educates and mobilizes to empower people to advocate for changes in U.S. policy in the Americas with elected city, state and federal officials.

Position description:

CRLN seeks a Latin America Program Coordinator to engage our interfaith network of congregations and individuals in education, direct action, and public policy advocacy. The purpose of this engagement is promoting sustainable economies, just relationships, and human dignity by ending U.S. militarism and neoliberal economic policy.

Type: Full-time with benefits

Salary: \$36,000 – \$39,000

Language: Fully bilingual, English/Spanish fluency preferred, but ability to understand and speak Spanish is required.

Responsibilities include:

1. Maintain relationships with Latin America-based partner organizations and Latin America solidarity organizations in the U.S. through regular contact.
2. Stay informed about relevant issues and campaigns in Central America and Colombia that are important to the social movements there, to coordinate CRLN activities with their needs and concerns.
3. Education for transformation:
 - a. Seek out opportunities to provide “Education sessions” in congregations to stimulate involvement in our efforts.
 - b. Seek out relationships with congregations who might be interested in joining the CRLN network and build opportunities for education for transformation sessions.
 - c. Write issue updates to be posted on the CRLN website and social media including action items.
 - d. Write regular messages to CRLN’s email list that link to the website posts, and relevant information.

4. Public Policy Advocacy
 - a. Maintain relationships with the Foreign Policy staff for IL members of the US Congress.
 - b. Engage CRLN members to
 - 1) Participate in national campaigns to introduce legislation, enlist co-sponsors, and help pass legislation on U.S. policy toward Latin America.
 - 2) Participate in national campaigns to convince members of Congress to sign “Dear Colleague” letters concerning U.S. policy toward Latin America.
 - c. Be attentive to organizational sign-on letters and sign on CRLN after consultation with the Executive Director.
5. Work with the CRLN team to plan and carry out events.

Desired qualifications:

1. Awareness of Latin American issues and the root causes of migration.
2. Community organizing experience.
3. Experience working with interfaith communities.
4. Ability to work varied hours depending on projects and community needs, including some evenings and weekends.
5. Demonstrated commitment to social and economic justice.
6. Self-motivated with a proven ability to work independently.
7. Proficiency with social media and communication technology.
8. Understanding of the legislative policy making process.
9. Full written and spoken fluency in English and Spanish.
10. Strong analytical, writing, and public speaking skills, both in English and Spanish.
11. Ability to translate or interpret a live presentation a plus.

How to Apply:

Applicants should send a resume and cover letter describing their qualifications and interest in the position, a two-page policy-related writing sample in English and Spanish along with contact information for three references who can speak to your ability to fulfill various aspects of the position. Please send all application materials in PDF format to CRLNsearch@gmail.com with “CRLN Latin America Program Coordinator” in the subject line.

CRLN is an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, creed, color, age, sex, religion, sexual orientation, ability or national origin. Women and people of color are encouraged to apply.