



Immigration 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.

Immigration Program Coordinator Position Description:

The Chicago Religious Leadership Network on Latin America (CRLN) uses education, advocacy, accompaniment, and action to mobilize faith communities and leaders to work for immigrant justice and to build Immigrant Welcoming Congregations/Communities. We engage leaders from all social classes, ethnic and faith backgrounds. We have worked with partner organizations for wins on a variety of campaigns to stop deportations and to build interfaith power to hold ICE accountable nationally and locally. The Immigration Coordinator will work to coordinate and strengthen the Immigrant Welcoming Congregations and all aspects of our immigration program.

Report to:

Executive Director

Responsibilities

1. Working with our Organizing Committee (action council) and key partners to strategize and prioritize campaigns for maximum impact;
2. Working with the Latin America Program to strengthen the analysis of the roots of migration at all levels of CRLN;
3. Maintaining up-to-date knowledge of immigration policies and laws and providing information and support to our members and stakeholders;
4. Supporting deportation defense efforts as needed or requested;
5. Planning and carrying out effective public events to build membership and move campaigns forward;
6. Overseeing and ensuring coordination of regular monthly Organizing

- Committee meetings;
7. Developing interfaith resources for member congregations in Chicago to help them lead conversations about immigrant justice in their own communities;
 8. Strengthening our immigration program base through coordination of outreach, trainings (including Know Your Rights), one-on-one meetings, education events, and networking;
 9. Strengthening and management of communications related to immigration issues. This may include updating web content, sending mass emails, social media, conference calls, and press contacts;
 10. Developing and maintaining relationships with local and national coalitions and organizations working towards immigrant justice and against the criminalization of immigrants and communities of color;
 11. Participation in CRLN staff meetings, supporting organizational grant and development needs, and administrative tasks as necessary;
 12. Keeping records of meetings, trainings, and events through notetaking, recording attendance, etc.
 13. Oversee, facilitate, and ensure coordination of the Sanctuary Working Group through Monday weekly meetings and ongoing communication and in collaboration with the SWG Advisory Team;

Criteria for the position

1. Organizing experience (2-5 years), familiarity with immigrant justice movements
2. Bilingual in Spanish and English with excellent communication skills, both written and verbal, in both languages
3. Minimum of 2 years of experience in advocacy
4. Experience working with faith communities and with diverse communities
5. Commitment to progressive social change through an anti-oppression framework
6. Ability to think strategically, articulate a strategy and carry it out
7. Experience with public speaking and/or training
8. Ability to work in a collaborative work environment but manage own time effectively
9. Basic computer skills, including website and database maintenance, social media skills
10. Flexibility to work some nights and weekends as needed
11. Ability to work independently and as part of a team, manage multiple priorities and meet deadlines
12. This position requires some lifting for meeting and event set-up. This will include lifting and moving boxes and setting up equipment. Candidates should be comfortable lifting



at least 30 pounds.

13. Access to a car preferred

Position Classification: Full-time

Salary commensurate with experience.

Salary \$ 37,000 – 40,000

Benefits include medical and dental benefits, paid holidays off, and four weeks (20 days) of paid vacation.

Application Process

Applicants should send a resume and cover letter describing their qualifications and interest in the position and contact information for three references that can speak to their ability to fulfill various aspects of the position. Please send all application materials in PDF format to CRLNsearch@gmail.com with “CRLN Immigration Program Coordinator” in the subject line.

Priority consideration will be given to candidates who share lived experiences with our majority poor, working-class, and global majority membership.

We are 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.