

# Community Outreach Specialist (Bi-lingual English & Spanish/an ethnic Burmese dialect/a language of the African diaspora in Iowa)

## Position Description

Title: Community Outreach Specialist

Status: Full-Time (40 hours/week)

Compensation: \$37,500-\$48,500 per year depending on skills, experience and based on Iowa MMJ's salary equity scale. Benefits include generous time-off and holiday package, health, life and dental insurance, 401k with 2% employer match.

Supervisor: Founding Executive Director

Supervising: N/A

Location: Des Moines, IA (travel within and outside of the state)

How to apply: Email resume and cover letter by May 5th, 2023 to: Erica Johnson, Founding Executive Director [ejohnson@iowammj.org](mailto:ejohnson@iowammj.org)

We especially encourage applicants who identify as Black, Latinx, Asian, Native American, and/or LGBTQ+ to apply for this position.

We understand that job requirements sometimes exclude historically marginalized groups, such as BIPOC individuals or those who identify as LGBTQ+, from applying to jobs for which they are qualified. Even if you don't meet 100% of the specific requirements listed below, we encourage you to apply.

## Organization Summary

Iowa Migrant Movement for Justice (Iowa MMJ) is a statewide membership-based legal service and advocacy organization driven and led by immigrant and refugee voices and united with allies. Iowa MMJ's mission is to build a movement for justice led by immigrants and refugees in Iowa by providing high-quality legal services and community empowerment through organizing. We envision an Iowa that is welcoming and inclusive, where the rights of immigrants and refugees are ensured through access to legal services, their voices are heard and the issues that impact them are addressed.

Our Advocacy program is currently working on the following campaigns:

- Worker's Rights:
  - Uncovering wage theft and standing with workers as they fight for wages owed to them.

- Supporting and educating migrant, packing-plant and agricultural workers about their rights in the workplace.
- Building a culture of construction “worker-owners” in Central Iowa.
- Leadership Development & Self-Sufficiency: Creating space for Latina women in Central Iowa to connect with each other and learn new marketable and leadership skills.
- New American Civic Engagement: Engaging with the hundreds of Iowa MMJ clients who become U.S. citizens each year through our legal program helping them register to vote and providing tools and training on how to be active engaged citizens.
- Strategic Narrative Change: Building a foundation and framework to put forward a more welcoming and inclusive narrative in Iowa.

## Summary of Position

The Community Outreach Specialist will report to the Founding Executive Director and will work closely with other staff. The Community Outreach Specialist is responsible for community outreach and public education with the immigrant and refugee community in Iowa focusing especially on recently naturalized U.S. citizens. The Community Outreach Specialist will also be responsible for coordinating Iowa MMJ’s New American Civic Engagement program that seeks to encourage newly naturalized citizens to register to vote and support them as they become active, engaged civic leaders in their communities.

## Essential Functions / Responsibilities

The key responsibilities of the Community Outreach Specialist include the following:

- Meet with immigrant and refugee community members including recently naturalized U.S. citizens, community leaders and with other community-based organizations in Iowa to listen to concerns, connect to resources and strategize on possible solutions.
- Facilitate regular community meetings, represent the organization publicly in traditional and ethnic media outlets to provide information to immigrant and refugee communities.
- Conduct research in order to stay up-to-date on issues important to community members and the organization.
- Develop printed materials and social media campaigns to be used to support public education efforts.
- Collaborate with advocacy team to design and implement strategic organizing and “Get Out the Vote” campaigns..
- Collaborate with advocacy team to design, coordinate and conduct civic and leadership trainings for newly naturalized U.S. citizens, immigrants and refugees.
- Represent the organization publicly to the media and with public education and participation in coalition efforts.
- Participate in regular meetings and trainings with other Iowa MMJ staff and networks.
- Provide regular written reports on work.
- Collaborate with other staff on projects related to fundraising, communications and other organizational projects.

## Qualifications

- Strong commitment to Iowa MMJ's mission, vision and values.
- Strong interpersonal skills including demonstrated experience working with immigrant and refugee populations.
- Ability to effectively communicate fluently in reading and writing in languages in addition to English (preference for (Bi-lingual English & Spanish/an ethnic Burmese dialect/a language of the African diaspora in Iowa).
- Demonstrated ability to work in collaboration with diverse groups of people (including people of diverse faiths and ethical/spiritual traditions, races, ethnicities, people with disabilities and LGBTQIA+ people).
- Ability to be flexible and self-directed while working in a high-volume, fast moving work environment.
- Access to reliable transportation and ability to travel statewide and/or to out-of-state events.
- Ability to work some evenings and weekends.
- Demonstrated ability to communicate effectively verbally and in writing.
- Ability to engage in or learn public speaking to represent the organization.
- Proven computer skills (Microsoft office platforms, Google Drive) and ability to learn new platforms.
- Experience with social media platforms including Facebook, Twitter and Instagram.

## Work Environment & Physical Demands

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job operates in a professional office environment, occasionally in a communal setting and requires some travel. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets. The noise level in the work environment is usually low to moderate.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions. This is largely a sedentary role; however, some travel is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.