



**Instituto de Educación Popular del Sur de California
Mujeres en Acción Job description**



Job Title: Mujeres en Acción Outreach Coordinator
Reports to: Program Manager
Status: Full-time position (Non-Exempt, 40 hours/week)
Start date: as soon as possible

The Institute of Popular Education of Southern California (IDEPSCA) is a nonprofit community based organization whose purpose is to promote self-determination in the low-wage working community in Southern California politically, culturally, and economically using popular education based organizing methods. We promote the development of collective solutions to community problems.

Originally started by domestic workers members of the organization in 2011, Mujeres in Acción is a program that focuses on the interests and needs of immigrant women through weekly meetings, outreach, education, advocacy, and organizing. Mujeres en Acción values the paid and unpaid work of all women and seeks to support them in their personal, community and family development.

Position Summary:

The Mujeres en Accion Outreach Coordinator position focuses on domestic worker outreach, education, and advocacy. As well as the facilitation of outreach + education to domestic worker employers. This position will work closely with the Program Coordinator and Program Manager as well as the Wage Justice Coordinator and Workforce Development Coordinator in fulfilling the program's goals, activities, campaigns, and ongoing evaluation. As the initial point of contact, this position is tasked with representing IDEPSCA and Mujeres en Accion's values, vision, and goals amongst domestic workers. This position will ensure IDEPSCA's code of ethics of the organization + popular education methodology grounds workshops, tutorials, and presentations created and facilitated to promote and inspire change. This position will be working closely with other IDEPSCA's programs, the California Domestic Workers Coalition, the National Domestic Workers Alliance and other allies/partners.

Responsibilities:

The main areas of work will include: strategic outreach efforts online and in person, ongoing and timely follow up work, one on ones, base building, and member retention. This position is to engage in daily communication with members via phone calls, social media, individual and group texts, video conference calls, and in person. This position will also work closely with the Program Coordinator and Manager to ensure the fulfillment of grant and contract requirements as well as funding compliance reporting. This position will also be responsible for membership dues collections and database documentation.



Outreach

- Facilitate ongoing new member orientation with the support of the Program Coordinator and/or program manager and ensure potential new members understand Mujeres en Acción code of ethics, values and agreements.
- Complete one-on-one meetings with potential new members and do a member's intake.
- Invite and remind members and participants about our weekly meetings and other meetings/actions that are conducted in person or virtually.
- Do outreach at events/spaces (online or in person) where there are opportunities to connect with domestic workers, employers and allies.
- Attend assembly meetings at IDEPSCA's day labor centers at least every three months (each center) to ensure there is a connection between both programs, staff and members. Provide updates about the program and campaign, identify workers' leaders and new members.
- Coordinate Outreach and education opportunities virtually or in person and sometimes in conjunction with other IDEPSCA programs (including areas as Malibu, the San Fernando Valley, Hollywood, West Hollywood, Pico Union and South LA/Harbor)
- Create content to do outreach on social media (Facebook, IG, Twitter, Tik Tok, etc) to connect with domestic workers, day laborers, employers and allies. Follow up on posts' interactions and provide weekly/monthly analytics.
- Create domestic workers' KYR educational materials to post on social media targeting domestic workers and domestic workers' employers. Follow up on posts' interactions and provide weekly/monthly analytics.

Education

- Support with the development and execution of education and enforcement campaigns to ensure accountability and protection of domestic worker's rights.
- Create and/or collaborate on workshops based on members interests and needs.
- Provide workshops on Know Your Rights topics, green cleaning, local, state and national campaigns, etc.
- Provide educational material to domestic worker employers to engage in just employment of domestic workers.
- Provide over the phone, in person, and virtual tutorials on using social media, cell phone, email to members.
- Identify and with agencies/organizations that can provide workshops that support the leadership and educational goals of our membership.
- Support with the workforce development work to identify trainings for members, plan, execute and evaluate trainings.

Coalition Building

- Represent Mujeres en Acción at community and sister organization events/meetings
- Ensure there is participation of members in coalition events
- Identify and share information about relevant events and meetings with members
- Participate in ongoing CDWC and the NDWA conference calls
- Support team in ensuring Mujeres en Acción is represented in key areas, such as:



immigrant workers' rights, workforce development, environmental and reproductive justice.

- Prepare and travel with membership to lobby days, conferences, rallies + delegations.
- Identify worker rights violations to make recommendations and referrals.
- Collaborate with local media to expand the coverage of domestic workers' efforts, worker's rights, and provide educational and outreach information.
- Collaborate with coalition partner organizations such as Hand in Hand to connect domestic worker employers.
- Identify and coordinate opportunities for cross program collaboration between our program and the Day Labor Program as well as the Workers' Health Program.

Administrative

- Document outreach and participation in our database in a timely manner.
- Submit timesheet and program expenses in a timely manner.
- Update and maintain our members' database up to date
- Document workers' stories
- Facilitate and document evaluations to support the quality and growth of the program
- Support with crafting agendas and facilitating meetings online, in person or via conference call as needed
- Support with weekly/monthly reports, grant reports, and data collection as needed
- Update and maintain a database of community partners and local resources
- Creation and maintenance of forms needed for events+ mutual aid efforts.

JOB REQUIREMENTS:

- Knowledge of and commitment to immigrant working women's rights and social justice.
- Excellent interpersonal skills (online and in person) to build strong relationships with colleagues and workers.
- Excellent written and verbal communication skills. Ability to effectively communicate via email, cell, and social media
- Strong follow up, proactive communication and upkeep of work calendar
- Bilingual English/Spanish. Spanish skills are a must (verbal and writing). The majority of the work will be in Spanish, proficient skills preferred.
- Outreach and community organizing experience (as a volunteer or staff).
- Experience coordinating events and workshops in person and virtually
- Collaborative in creation of forms and materials.
- Willingness to meet people where they are + take lead from membership in identifying needs and interests.
- Knowledge of computer operations (Windows, Word, Excel, Internet, Google Drive, Canva, Zoom, Social media including Facebook, Instagram, Twitter, Tik Tok, data entry and equipment operation such as copiers, fax machines and telephones required)
- Ability to work flexible hours and weekends when is necessary (work early, afternoon and/or evening).
- Ability to work well with a team and take initiative
- Comfortable and experienced in making phone calls and doing virtual meetings, as well as working with large groups of people in intergenerational settings.



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- Available to travel to Sacramento and/or other states with members and spend 6-8 hours sitting in a bus
- Have established self-care practices to support in dealing with secondary trauma.
- Must be fully COVID-19 vaccinated (this includes booster)
- .Physical requirements: Ability to pull, push, carry, lift up to 10 pounds

Preferred skills

- Candidates with first-hand experience of household work preferred. If a candidate does not have experience, willingness to receive training in this area.
- Knowledge of popular education methodology.
- Experience with wage claims or workers' rights enforcement

COMPENSATION & BENEFITS: Salary of \$4,659.03 per month.

Benefits include: Full health insurance coverage for employee & dependents • vision and dental insurance • sick days • vacation days • personal days • holidays.

Women, LGBTQ+, Black, indigenous and People of Color urged to apply. IDEPSCA is an Equal Opportunity Affirmative Action Employer.

To apply, send a cover letter, resume and three references as PDF documents to IDEPSCA at guadalupe@idepsca.org with the subject: *MEA Outreach Coordinator application*.