

Job Description

Title: Field Organizer

Location: Los Angeles, California

Reports To: Executive Director

Summary: The Council of Mexican Federations in North America (COFEM) seeks a passionate, energetic, self-motivated, and committed **Field Organizer** to join COFEM's Los Angeles team. COFEM is a non-profit organization devoted to advancing the rights of the immigrant community. Our mission is to empower immigrant communities to be total participants in the social, political, economic, and cultural life of the United States and their country of origin. We accomplish this work by uniting, strengthening, and expanding our member organizations to better advocate, educate, engage, and mobilize our communities; to help realize the American Dream, preserve and share their cultural traditions and help improve the lives of families and friends in their country of origin.

The **Field Organizer** plays a critical role in leading the engagement, development, coordination, and implementation of the strategies for COFEM's Community Networks program, which includes, but is not limited to, Environmental Justice, Higher Education, and Immigration issues other campaign work related to the community networks program. The **Field Organizer** is COFEM's outreach representative for the Los Angeles Metro and Southeast Los Angeles areas and will be expected to assist in the coordination and execution of COFEM's outreach efforts. They will help mobilize community members, reach out to leaders and other organizations, coordinate, and execute meetings and workshops, prepare presentation material, meet with stakeholders and elected officials, and assist the Development Manager with grant reports.

The candidate selected for this position will work from COFEM's local office in LA but would need to travel constantly to other areas of Los Angeles County, focusing most of their efforts in the LA Metro and Southeast Los Angeles area.

Duties and Responsibilities:

- Responsible for adapting and implementing the curriculum for COFEM's Civic Promoters program. A 7-session series which trains community members in basic civics, advocacy skills, and informs them about policy efforts that affect the immigrant community.
- Responsible for all community networks campaigns and activities related to Community Advocacy, Environmental Justice, Public Health Advocacy, Nature for All Campaigns, or other related programs/events.
- Build and develop strong relationships with community members, small business owners, school districts, local elected officials, other coalitions, and other key community stakeholders.

- Assist with organizing town halls, training, and workshops related to COFEM's networks and campaigns.
- Deliver strong presentations and answer questions regarding the program's objective.
- Work with the Latino Community to increase knowledge and support of COFEM's mission and program goals.
- Work with community members and elected officials to increase access to public lands and green space, including recreational opportunities and transportation measures.
- Conduct presentations before community organizations, clubs, and affiliate organizational members and register new interested members.
- Attend meetings, training, webinars, press conferences, and/or certification programs.
- Engage and mobilize community members and coalition partners to attend specific events, including but not limited to town halls, rallies, demonstrations, forums, press conferences, and lobby day.
- Work with Latino Community to increase knowledge and support for the San Gabriel Mountains.
- Work with members to move a pro-wellness pro-immigrant agenda.
- Disseminate information and notification to the core audience in-person, via telephones, zoom, mail services, and email to conduct outreach.
- Work with Communications Coordinator to develop social media posting on the COFEM web page, Facebook, Instagram, and other social media pages to increase Community outreach.
- Develop new ideas and practices to achieve grant objectives.
- Work collaboratively with COFEM's team as required to accomplish the strategic mission and goals of COFEM's programs.
- Other responsibilities may be assigned.

Required Skills and Experience:

- At least 2 years of prior community organizing experience is required combined with education can be considered as an alternative to work experience.
- Experience in a similar position within the public or non-profit sector is required.
- Excellent verbal and written communication in English and Spanish is required.
- Demonstrated commitment to working with the immigrant community and a strong passion for environmental justice and public health.
- Ability to manage multiple projects simultaneously, often with shifting priorities, while working under direct supervision or independently.
- Advanced in Microsoft Office programs such as Word, Excel, and PowerPoint
- Demonstrate the ability to be creative, flexible, and well-organized.
- Be interested and/or have experience in a career pathway in environmental science and policy.

Education Requirements:

Bachelor's degree in environmental science, public policy, public health, communications, or a related field is highly preferred. Education requirements may be waived if the candidate meets all the above skills, abilities, and experiences and/or is currently pursuing a bachelor's degree in a related field.

Salary:

Salary range: \$25 per hour

This is a full-time, at-will, **non-exempt** position with a one-year term from the hiring date. Extension of employment will be contingent upon available funding. The person hired will work 40 hours per week. Office hours are Monday through Friday 8 AM to 4:30 PM. This position will require at times to work on weeknights and/or weekends, and at different locations.

Benefits:

Standard employer paid benefits include medical, dental, and life insurance; sick & vacation pay after 60-day probational period; and 15 paid holidays.

How to Apply:

COFEM is an equal opportunity employer and does not discriminate. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information. Interested applicants should submit a resume, cover letter, and three references to admin@cofem.org with the subject line “Field Organizer”. Applicants will be reviewed on a rolling basis until the position is filled.

Application Deadline: April 15, 2025, or until the position has been filled. Please send a cover letter, resume, and three references via email to admin@cofem.org with the subject line “Field Organizer”.