



## Council of Mexican Federations

### Job Description

**Title:** Program Coordinator  
**Program:** Community Networks - Wellness Civic Promoters

**Summary:** The Council of Mexican Federations in North America (COFEM) is seeking a passionate, enthusiastic, and committed Program Coordinator 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 full 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 Program Coordinator plays a critical role in the lead of the development, coordination, and implementation of the strategies for the **Community Networks & Wellness Program, which includes executing COFEM's responsibilities of the Nature for All Campaign (formerly San Gabriel Mountains Forever) and Civic Promoters Program, as well as any other objectives related to the community networks program.** The Program Coordinator is the local contact and representative of COFEM for the Los Angeles Metro and South East Los Angeles areas; where he/she will assist with the mobilization of community members, reach out to leaders and other organizations, coordinate and execute meetings and training workshops, prepare presentation materials, meet with stakeholders and elected officials, attend and lead Coalition in-person meetings and conference calls, coordinate hikes to the San Gabriel mountains and regularly report on his/her progress to his designated supervisor and the Development Manager to assist with grant reports. The Program Coordinator will be expected to promote the program's efforts, maintain existing relationships with elected officials and graduated promoters; as well as cultivate new ones within the community and elected officials.

The person selected to fill 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 his/her efforts in the LA Metro and South East Los Angeles area.

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### Duties and Responsibilities

1. Responsible for developing and implementing COFEM's community networks campaign and activities: Nature for All Campaign, Civic Promoters Program, COPA COFEM, EnviroMetro, Transit to Trails, and any other related programs/events.

2. Build and develop strong relationships with community members, small business owners, school districts, local elected officials, Hometown Association leaders, and other key community stakeholders.
3. Attend coalition meetings as needed, both in-person and calls.
4. Work with community members and elected officials to increase access to public lands and green space, including recreational opportunities and transportation measures.
5. Organize town halls, trainings and workshops related to COFEM's network and wellness campaigns.
6. Recruit community leaders for the Civic Promoters training program and engage these leaders in program activities.
7. Train Civic Promoters using COFEM's Community Networks curriculum.
8. Plan and oversee all details related to training sessions and events.
9. Provide technical assistance to Civic Promoters with their work in the community.
10. Deliver strong presentations and answer questions regarding the program's objectives.
11. Work with Latino Community to increase knowledge and support for the San Gabriel Mountains.
12. Work with members to move a Pro-wellness pro-immigrant agenda.
13. Engage communities in direct action, plan events, rallies, forums, media, etc.
14. Mobilize community members and coalition partners to attend specific events including but not limited to town halls, rallies, demonstrations, and lobby days.
15. Conduct presentations before community organizations, Clubs and affiliated organizations.
16. Collect data needed for program evaluations and reports to support COFEM evaluation activities.
17. Disseminate information and notifications to core audiences in-person and/or via telephone, mail services, and email to conduct outreach.
18. Assist with the development of grant proposals and report for the program.
19. Work collaboratively with COFEM's team as required to accomplish the strategic mission.
20. Other duties may be assigned as needed.

### **Required Skills and Experience**

The position requires the candidate to have the following skills and/or abilities but is not limited to:

- Prior community organizing experience is required.
- Demonstrated commitment to working with the immigrant community and strong passion for public health and environmental justice.
- Strong communication and presentation skills and ability to speak in public.
- Bilingual - Writing skills in Spanish and English required.
- Demonstrated ability to be creative, flexible, and strategic.
- Excellent organizational and multi-tasking abilities.
- Skilled at developing and nurturing relationships with key partners, particularly with other community leaders, elected officials and other community members.
- A philosophy of valuing people, listening, and creating equal partnerships and collaborative efforts that is inclusive and results oriented.
- Committed and able to uphold high levels of accountability for self and others.
- Comfortable and able to work effectively within a highly unique organizational structure (hybrid between a non-profit and grassroots immigrant led organization).
- Great computer skills.

**Education Requirements:**

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

**Salary:**

Salary is competitive and commensurate with experience. This is a full-time, at-will, non-exempt position that is contingent to end based on the programs' deliverables and the funds available. The person hired will work 40 hours per week. Office hours are Monday- Friday 9am- 5:30pm. The Program Coordinator is required to work with communities; thus, this position will require at times to work on weeknights and/or weekends, and at different locations.

**Benefits:**

Standard employer paid benefits including medical, dental, and life insurance; sick & vacation pay, and 14 employer-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.

**Application Deadline: May 14, 2021**

Send cover letter and resume via email to [admin@cofem.org](mailto:admin@cofem.org)