



**Event Organizer – posted 11/2/17**

### **About Us**

**Centro de los Derechos del Migrante, Inc. (CDM)** is the first transnational migrant workers' rights organization based in Mexico to support migrant worker organizing and advocacy on both sides of the U.S.-Mexico border. Since its founding, CDM has been driven by its mission to improve the conditions of low-wage workers in the United States.

CDM envisions a world where migrant workers' rights are respected, and laws and policies reflect their voices. Through multilayered outreach and engagement strategy, CDM supports Mexico-based migrant workers to defend and protect their rights as they move between their home communities in Mexico and their workplaces in the United States.

### **About You**

You lead fun and engaging events and can translate the vision and experiences of migrants into powerful and compelling stories that will move people to action. Driven and self-directed, you are excited about organizing community, advocacy and fundraising events to build the transnational movement for worker justice. You are looking for a dynamic role in a successful, change-making organization and are eager to work with a binational, multicultural team. You know how to engage thoughtfully and respectfully with people who have diverse backgrounds and life experiences. You get motivated by big-picture vision and can translate that vision into action by delivering successful events from design to implementation and evaluation. You speak, write, and read Spanish and English fluently.

The successful candidate will support the design, logistics, planning, and implementation of CDM's fundraising, community and advocacy events in different US and Mexico cities in order to advance migrant worker justice, increase overall support for our work, and expand our donor base.

This position reports directly to the Executive Director and offices are located in Baltimore, MD.

### **Essential Duties and Responsibilities:**

- Plan and implement diverse online and live events from congressional briefings to fundraising dinners and strategic planning meetings.

- Develop event marketing materials (e-mail, web, social media, print) in tune with their target audiences
- Coordinate all event logistics (i.e.; site layout, permit acquisition, security, and day-of programming, budget planning)
- Conduct research and make recommendations on vendors, venues, and other event aspects as needed.
- Cultivate multicultural, international relationships. This includes, cultivating partners, managing relationships with volunteers, and tracking participation of CDM followers.
- Work with the Executive Director to monitor the success of events and to identify opportunities for enhancement and expansion to increase philanthropic support.

**Required Skills/Knowledge:**

- Bachelor's degree.
- 2-3 years experience, and proven success, in marketing, fundraising, or event planning
- Oral and written fluency in Spanish and English
- Strong organizational and planning skills
- Demonstrated writing skills
- Ability to interface effectively with various individuals in a multi-cultural, diverse organization, as well as with policymakers, foundations, media firms, individual donors, academics and students, and others
- Ability to collaborate well and communicate effectively with others, including giving and receiving feedback.
- Outgoing personality. Eager to learn and open to teamwork.

**Bonus Skills:**

- Experience leveraging Microsoft Office Suite, Google Apps, Constant Contact, and salesforce, and with social media platforms to manage and lead events.
- Eager and open-minded attitude, including the ability to problem-solve as needed
- Experience in graphic design a plus but not required.
- Willingness to travel within the United States and Mexico

**PROFESSIONAL LEVEL**

Mid-level

**MINIMUM EDUCATION REQUIRED**

4-year degree

## **HOW TO APPLY**

Interested candidates should submit a cover letter, resume and a writing sample as an attachment in MS Word or PDF format to [info@cdmigrante.org](mailto:info@cdmigrante.org). Only complete applications will be considered.

Applications will be reviewed as they come in and until the position is filled.

We offer a competitive non-profit salary and medical and dental benefits, 401(k), paid leave, and generous paid vacation days. We offer a fun, collaborative and supportive workplace and are committed to carrying out our vision for worker justice in our own organization.

CDM is an equal opportunity employer, and we encourage everyone, including women, people of color (including bilingual and bicultural individuals), LGBTQ people, and people with disabilities, to apply.