



Executive Assistant

Description of Organization:

Centro de los Derechos del Migrante, Inc. (CDM) is a migrant workers' rights organization that supports migrant worker organizing and advocacy on both sides of the U.S.-Mexico border and works to remove the border as a barrier to justice for migrant workers who experience workplace rights violations, exploitation and abuse during recruitment in Mexico and while living and working in the United States. Through education, outreach, and leadership development; intake, evaluation, and referral services; litigation support and direct representation; and policy advocacy, 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. Further information about our work and projects is available on our website: www.cdmigrante.org.

Position Summary:

CDM invites highly-organized, motivated individuals to apply to join our dynamic, binational, multi-lingual team! While this position contributes to all areas of CDM's work, the Executive Assistant will be primarily responsible for providing development and administrative support to the Executive Director. The position will require occasional U.S. and international travel, event planning, and the supervision of volunteers.

Position Responsibilities:

- Manage Executive Director's calendar; assist her in preparing for meetings, events, and presentations; coordinate logistics and travel arrangements;
- Support the Executive Director and Development Coordinator with individual donor campaigns;
- Prepare and process reimbursements for Executive Director and process reimbursements for all U.S. staff;
- Draft reports and correspondence for Executive Director and Development Coordinator as requested;
- Provide administrative office support as needed;
- Assist in event planning and coordination; and
- Assist Executive Director and Director of Operations in Mexico with the orientation of new fellows, staff members, and volunteers.

Knowledge and Skills Required:

- Oral and written proficiency in Spanish and English;

- Bachelor of Arts or Science;
- A minimum of 2-3 years' relevant work experience;
- Exceptional organizational skills, including the ability to manage multiple, overlapping deadlines;
- Substantial knowledge of migration, temporary worker policy, politics of immigration reform, and U.S.-Mexico binational relations.
- Demonstrated skills in grant writing, expository and persuasive writing;
- Familiarity with a range of personal computing applications, including QuickBooks, Constant Contact, Google Apps, Microsoft Office Suite, and SalesForce.
- Ability to interface effectively with various individuals in a multi-cultural, diverse organization; and
- Willingness to travel within the U.S. and Mexico.

Competitive salary with benefits.

HOW TO APPLY

Interested candidates should submit a cover letter, resume, and a list of three references, including their contact information, to info@cdmigrante.org with the subject line **EXECUTIVE ASSISTANT APPLICATION**. No phone calls please.

CDM is an equal opportunity employer and prioritizes diversity among our staff, Board of Directors, and volunteers. We also maintain a strong interest in our employees' career development and strive to provide opportunities for growth and education for dedicated members of our team.