

Contratados.org Project Manager

About CDM:

Centro de los Derechos del Migrante, Inc. (CDM) is a U.S. 501(c)(3) transnational migrant workers' rights organization that supports migrant worker organizing and legal advocacy on both sides of the U.S.-Mexico border. CDM 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 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.

About Contratados.Org:

Likened to a “Yelp” for migrant workers, Contratados.org is an award-winning, crowd-sourced platform that allows migrant workers to anonymously share and access reports on working conditions to make informed migration decisions before accepting jobs in the United States. The platform also offers workers news, legal resources, and opportunities to take action on their working conditions and on public policy. By providing a space for workers to report, denounce, and prevent fraud and abuse, Contratados.org empowers workers to impose accountability for false promises, illegal fees, inhumane working conditions, and unlawfully low wages. Visit www.contratados.org to see Contratados.org in action.

Position Summary:

CDM is seeking a professional and experienced part-time or full-time Contratados.org Project Manager to join our dynamic, binational, multilingual team! The Project Manager will principally oversee Contratados.org development, partnerships, and operations as we prepare to launch the platform's exciting next phase. In particular, the Project Manager will work with technology vendors to develop a portability pathway prototype and website interactive features, effectively incorporating feedback from workers. He or she will work in partnership with the Executive Director, forging private sector relationships around the portability pathway, to develop a criteria by which CDM will list certified jobs and identify potential partners to expand and disseminate the portability pathway. The Project Manager will also work in coordination with members of CDM's communications and outreach teams.

Position Responsibilities:

- Manage the day-to-day needs of Contratados.org efforts, including tracking project budgets, facilitating meetings/events, developing communications, reviewing security, and serving as a liaison to outside groups.
- Hold focus groups with migrant worker leaders to design and test technology interventions to respond to workers' needs.
- Identify, develop, and maintain strategic partnerships with businesses and sectors in line with project objectives.
- Implement, test, and adjust the business model as needed.
- Work with external developers to design, prioritize, and execute platform updates, enhancements, and integration in line with project objectives.
- Work with other partners, vendors, consultants and contractors as required.

Desired Qualifications:

- Bachelor's degree required. MBA or MA in a relevant field preferred.
- Fluency in English required. Bilingual fluency in Spanish strongly preferred.
- 4-6 years' experience in project management.
- 2-4 years' experience working on issues related to migration and/or labor.
- 2-3 years' experience working with new technologies in a social justice context.
- Strong cultural competency within a labor/migration context.
- The ability to engage effectively with various individuals in a multicultural, diverse organization.
- Excellent leadership, negotiation, and persuasion skills.
- Excellent written, verbal, and presentation skills.
- Experience developing and managing budgets.

The position is designed to be based out of either CDM's Baltimore, Maryland or Mexico City, Mexico offices with 25% travel. Exceptional candidates may be considered for remote employment with increased travel (up to 35%). CDM will also consider exceptional part-time candidates. CDM offers a competitive salary with generous benefits package.

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.

HOW TO APPLY

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