



## **Events and Campaigns Coordinator**

Centro de los Derechos del Migrante, Inc. (CDM) seeks a full-time Events and Campaigns Coordinator to join its dynamic, binational team of migrant workers' rights advocates. This is a unique opportunity to work in coalition with migrant workers in their fight for justice. The Events and Campaigns Coordinator will be based in CDM's Baltimore office and will oversee and execute the planning and management of the organization's strategic events and campaigns in the United States and occasionally in Mexico.

### **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 lead the design, logistics, planning, implementation of, and follow up to 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.

### **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 other team members 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 multicultural, 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

***Pay, Benefits and How to Apply***

CDM offers a competitive compensation and benefits package. Salary from \$43,500 and depends on experience and qualifications.

Interested candidates should submit a cover letter, resume and a list of three references as attachment in MS Word or PDF format to [info@cdmigrante.org](mailto:info@cdmigrante.org).

CDM is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, or gender identity. We encourage applicants from diverse backgrounds to apply.