



## **Administrative Coordinator**

### **Description of Organization:**

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. With a binational, multilingual staff and geographic reach, CDM has grown over the past 15 years in response to an increasing need, but its end goal remains unchanged: to overcome the border as a barrier to justice.

CDM envisions a world where migrant workers' rights are respected, and laws and policies reflect their voices. Through multilayered outreach and engagement strategies, CDM supports migrant workers to defend and protect their rights during recruitment, while at work in the U.S., and as they return to their home communities. Further information about our work and projects is available on our website: [www.cdmigrante.org](http://www.cdmigrante.org).

### **Position Summary:**

Centro de los Derechos del Migrante, Inc. (CDM) seeks an Administrative Coordinator to join its dynamic, binational team of migrant workers' rights advocates. This is a unique opportunity to support CDM's newest project, an initiative focused on ensuring health and safety for workers employed in protein processing (seafood, meat and poultry) in the Delaware-Maryland-Virginia (DeIMarVa) region. The position location is negotiable, although preference will be given to applicants who are available to work in the region.

### **About You:**

You have an unshakeable commitment to social, racial, gender, and economic justice, and are passionate about defending the rights of migrant workers, immigrants, and low-wage workers. You are excited about the opportunity to put your exceptional organizational skills to use coordinating a large-scale project involving a network of partner organizations, supported by a team that will energize and inspire you. You are comfortable switching between languages and excel at tracking project requirements, meeting deadlines, and achieving benchmarks.

### **Position Responsibilities:**

The Administrative Coordinator will support CDM's newest initiative targeted at protecting essential workers from emerging and re-emerging infectious diseases, working under the direction of the Project Director and in close collaboration with the rest of the project team to ensure that all processes are adequately documented and all deadlines are met. This position will coordinate with the Finance team to ensure all expenses and reimbursements are handled in a timely manner.

Key duties include:

- Closely and track and monitor progress toward key project objectives in coordination with CDM Project staff and external partners;
- Spearhead meeting organization, scheduling meetings with internal and external stakeholders, creating meeting agendas, and taking and compiling meeting minutes for dissemination and follow-up;
- Manage grant reporting responsibilities, coordinating with external partners to secure necessary data and narratives;
- Lead expense and reimbursement management for any project costs incurred.

**Knowledge and Skills:**

- Full professional fluency in spoken and written Spanish and English (additional language skills are desirable but not required);
- Demonstrated cross-cultural communication skills;
- Exceptional organizational skills and follow-through;
- Demonstrated commitment to social, racial and economic justice and understanding of the challenges facing migrant workers, immigrants and low-wage workers;
- Ability to thrive in a collaborative, high-energy environment;
- Experience with grant management and reporting. Experience with U.S. federal grant reporting is strongly preferred.

CDM is an Equal Opportunity Employer and prioritizes diversity among our staff, Board of Directors, and volunteers. CDM 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. 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.

Competitive salary range starting at \$50,000 with benefits, including generous vacation, health, dental and vision insurance, 401k, paid parental leave, etc. This is a one-year, grant-funded position with the potential for renewal.

**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](mailto:info@cdmigrante.org) with the subject line ADMINISTRATIVE COORDINATOR APPLICATION. No phone calls please.