



Worker Health Initiatives Project Assistant

Centro de los Derechos del Migrante, Inc. (CDM) is hiring a **Worker Health Initiatives Project Assistant** for a high-impact public health outreach project to farmworkers and protein processing workers. The project will deliver science-backed health and safety information to prevent virus transmission, promote workplace health and safety, and improve workers' access to vaccines.

About CDM

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. More information about our work and projects is on our website: www.cdmigrante.org.

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 are committed to supporting our employees' career development and strive to provide opportunities for growth and education for dedicated team members.

Position Responsibilities

The Worker Health Initiatives Project Assistant will report to the Worker Health Initiatives Project Coordinator. Together, they will oversee the success of core programmatic, contractual, and administrative aspects of CDM's Health Initiatives projects. Among other duties, the Project Assistant will:

- support programmatic work across all areas of the Worker Health Initiatives project, including:
 - support the Project Coordinator in training project staff in science-backed public health best practices and popular education and outreach methods reflecting CDM's commitments to health equity and racial justice;
 - assist the Project Coordinator in supervising teams of part-time Community Health Workers (CHWs), ensuring that they effectively develop and implement work plans to meet programmatic and administrative goals;

- help develop and promote digital public health materials for CDM's digital platforms;
- help curate and execute virtual and in-person events in support of project goals;
- assist in project documentation, analysis, and reporting.
- ensure that the Worker Health Initiatives program's administrative needs are met, including:
 - help train program staff on organizational protocols;
 - assist program staff with travel plans;
 - source and procure supplies and equipment;
 - assist with program staff's time reporting and reimbursement requests;
 - help manage contractual relationships and billing; and
 - schedule meetings and take notes.

Required Qualifications

- You have an unshakeable commitment to racial, social, and economic justice and health equity;
- You are passionate about defending the rights of migrant workers, immigrants, and low-wage workers;
- You possess full professional fluency in English and Spanish;
- You have experience working with teams;
- You are excited to support teams of outreach workers by reserving rental cars and hotel rooms, processing reimbursement requests, and assisting behind-the-scenes for a high-impact project;
- You have a current, valid driver's license and access to reliable transportation; and
- You are willing to travel regionally, including overnight, approximately 10% of the time.

Desired Qualifications

- You have experience coordinating large teams, working with college and graduate students, and implementing complex projects;
- You have experience in public health and community education; and
- You have a personal connection with farmworkers' communities, enabling you to establish authentic, trusting relationships with farmworkers.

Salary and Benefits

CDM offers a highly competitive salary range starting at \$50,000 for Baltimore-based candidates. We offer comprehensive benefits, including generous vacation, 401(k), a Health Savings Account (HSA), and health, dental, and vision insurance for the employee and their dependents.

How to Apply

Submit a cover letter, resume, and a list of three references to info@cdmigrante.org with the subject line **Worker Health Initiatives Project Assistant by July 30, 2021**. Your reference list should include your references' names, email addresses, phone numbers, and short descriptions of how your references know you. If you need more time to submit your application,

please contact info@cdmigrante.org with the subject line **Worker Health Initiatives Project Assistant - More Time**. No phone calls please.