About the 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 16 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

Position Summary
Centro de los Derechos del Migrante, Inc. (CDM) seeks a Project Administrator to join its dynamic, binational team of migrant workers’ rights advocates. This is a unique opportunity to support CDM in various initiatives, including one focused on ensuring increased understanding and ownership of Mexico’s Labor Reform by workers.

Preferred candidates will be willing to work out of our office in Mexico City. Candidates interested in working remotely within Mexico will also be considered. All candidates should be able to travel up to 10% of the time.

About You
You have an unshakeable commitment to social, racial, and economic justice, and are passionate about defending the rights of workers in general, and migrant workers, immigrants, and low-wage workers in particular. You are extremely organized, have excellent time-management, documentation, and planning abilities, and enjoy working closely with others, both within and across teams.

Position Responsibilities
The Project Administrator, working under the direction of the Communications Coordinator and in close collaboration with the rest of the project teams, will be responsible for ensuring that CDM adheres to sub-award obligations (financial, administrative, and reporting).

Key duties include:

● Identify relevant financial, administrative and reporting requirements;
Communicate requirements and deadlines to the relevant members of the team;

Ensure staff timesheets are complete, up to date and in compliance with funder requirements;

Assist in reporting and monitoring processes, ensuring deadlines are met;

Ensure compliance documents and records are complete;

Assist in preparing and monitoring project budget;

Monitor project expenditures and ensure all necessary budget functions are performed;

Assist in preparing for external project reviews and audits;

Provide administrative and logistical support for project-related activities, including:
  ○ Booking staff travel and accommodation;
  ○ Supporting project planning and logistics;
  ○ Processing expense claims.

**Knowledge and Skills Required**

- Experience managing U.S. federal contracts and grants;
- Full professional fluency in spoken and written Spanish and English;
- Strong commitment to social, racial and economic justice and understanding of the challenges facing migrant workers, immigrants and low-wage workers;
- Strong documentation, analytical, and communication skills;
- Excellent organizational abilities, including the ability to manage multiple competing priorities;
- Ability to thrive in a collaborative, high-energy environment.

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 of $48,000 MXN gross monthly for a candidate based in Mexico City.

**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 PROJECT ADMINISTRATOR APPLICATION. No phone calls please.