



Administrative Coordinator

Centro de los Derechos del Migrante, Inc. (CDM) is hiring an **Administrative Coordinator** to join its dynamic, binational team of migrant workers' rights advocates. This is a unique opportunity to support and strengthen CDM's outreach and operations to support migrant workers in their fight for justice. The Administrative Coordinator will manage key administrative tasks and perform occasional outreach to workers. This role will require a regular in-office presence at least 3 times per week.

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 18 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 Administrative Coordinator will report to the Operations Director. The Administrative Coordinator will be responsible for the smooth functioning of CDM's Baltimore office, taking charge of incoming and outgoing mail, paper and electronic filing, data entry, and office organization. The Administrative Coordinator will also play a key role in CDM's Outreach team, accompanying other staff and/or volunteers on trips (local, regional, and/or international) to conduct outreach to migrant workers. Among other duties, the Administrative Coordinator will:

- ensure that CDM's administrative needs are met, including:
 - overseeing the Baltimore office, ensuring mail and documents are processed, scanned and filed regularly, and supplies are stocked and organized as needed;
 - implementing and maintaining systems for organizing office supplies, equipment, and documents;

- running errands as needed (e.g., post office, client support)
- assisting staff with travel plans;
- sourcing and procuring supplies and equipment;
- coordinating staff's time reporting and reimbursement requests;
- helping manage contractual relationships and billing;
- scheduling meetings and take notes; and
- entering data regularly in CDM's CRM and other relevant databases.
- support CDM's outreach work, including:
 - assisting in the design and execution of virtual and in-person events, including workshops and outreach trips, in support of CDM's goals;
 - supporting in the development and promotion of materials on CDM's digital platforms and for use in in-person outreach;
 - championing project documentation, analysis, and reporting, taking a lead on regular data entry.

Required Qualifications

- An unshakeable commitment to racial, social, and economic justice and health equity;
- Passionate about defending the rights of migrant workers, immigrants, and low-wage workers;
- Possess full professional fluency in English and Spanish;
- Strong team player;
- Demonstrated organizational skills and stellar attention to detail;
- Ability to regularly and consistently maintain records (paper and electronic);
- Capable of handling multiple concurrent administrative and programmatic tasks with minimal supervision;
- Proficiency with Microsoft Office Suite/Google Workspace;
- Excited to support the behind-the-scenes work of CDM (e.g., processing mail and reimbursement requests);
- Ability to troubleshoot minor issues;
- Current, valid driver's license and access to reliable transportation;
- Flexibility to work occasional evenings and weekends; and
- Willing to travel locally, regionally, and internationally, including overnight, approximately 10% of the time.

Desired Qualifications

- Personal connection with migrant worker communities, enabling you to establish authentic, trusting relationships with workers;
- Prior experience performing administrative tasks for a nonprofit, law firm, or similar organization.

Salary and Benefits

CDM offers a competitive salary range starting at \$55,000 for Baltimore-based candidates. We offer comprehensive benefits, including generous vacation, 401(k), a Health Savings Account (HSA), and fully-paid health, dental, and vision insurance for the employee and any dependents.

CDM will be piloting a Summer Fridays program in 2024, meaning employees will have flexibility not to work on most Fridays between Memorial Day and Labor Day.

How to Apply

Submit a cover letter, resume, and a list of three references to info@cdmigrante.org with the subject line **Administrative Coordinator**. Your reference list should include your references' names, email addresses, phone numbers, and short descriptions of how your references know you. No phone calls please.