



Executive Assistant/Project Manager

Centro de los Derechos del Migrante, Inc. (CDM) is hiring a professional and experienced **Executive Assistant/Project Manager** to join its dynamic, binational team of migrant workers' rights advocates. This position will contribute to CDM's work in a variety of areas, including project management and event and campaign planning, and will provide administrative support to CDM's Executive Director. We have a strong preference for the Executive Assistant/Project Manager position to be based out of the Maryland-Washington, D.C. area, but are open to considering compelling candidates based in other areas of the U.S. and Mexico.

About CDM

(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 19 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.

Position Summary

The Executive Assistant/Project Manager will be responsible for supporting the everyday functions of the Executive Director, and manage ongoing projects and campaigns. Among other duties, the Executive Assistant/Project Manager will:

- Manage Executive Director's calendar; assist her in preparing for meetings, events, and presentations; coordinate logistics and travel arrangements;
- Manage a variety of research projects and campaigns, coordinating efforts within and across teams;
- Collaborate with internal and external stakeholders;
- Plan and implement diverse online and in-person events ranging from congressional briefings to fundraising dinners to team-wide strategic planning meetings;
- Create materials, presentations, and agendas;
- Conduct research, make recommendations, track follow-up activities;
- Prepare and process reimbursements;
- Draft reports and correspondence for Executive Director as requested; and
- Provide administrative and communications support across teams as needed.

Required Qualifications

- Full professional fluency in spoken and written Spanish and English;
- Relevant work experience;
- Exceptional organizational skills, including the ability to manage multiple, overlapping deadlines;
- Familiarity with a range of personal computing applications, including Google Apps and Microsoft Office Suite;
- Demonstrated ability to maintain strict confidentiality;
- Demonstrated cross-cultural communication skills;
- Demonstrated commitment to social, racial and economic justice and understanding of the challenges facing migrant workers, immigrants and low-wage workers; and
- Willingness to travel within the U.S. and Mexico.

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.

Salary and Benefits

CDM offers a competitive salary range starting at \$60,000 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.

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 EXECUTIVE ASSISTANT/PROJECT MANAGER APPLICATION. No phone calls please.