

Hispanic Affairs Project



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The Hispanic Affairs Project (HAP) is a grassroots organization serving the immigrant community in urban and rural communities in Western Colorado, including Mesa, Delta, Montrose, San Miguel, Ouray and Gunnison counties. HAP's mission is to promote the social integration of the immigrant community in Western Colorado through leadership development, community organizing, and providing key services including immigration legal assistance, pro-immigrant policy-advocacy, community resources and education, and migrant farmworker outreach. HAP's vision is for Western Colorado communities to be places where cultural diversity is celebrated, and where immigrants actively contribute to change for a more just and equitable society.

Job Title: Civic Engagement Specialist - Bilingual Spanish/English

Location: Montrose, CO

Classification: Contract Part-time Position—20 hours per week

Reports to: HAP Executive Director

Posting Date: August 17, 2018—Position open until filled.

Position Summary: The Civic Engagement Specialist will work to increase the civic engagement of vulnerable populations within the City of Montrose, connecting resources and joining initiatives, services and projects to engage impacted neighborhoods to for a most diverse and welcoming community.

Project Summary: This engagement project focused on helping raise the voices of vulnerable populations within the City of Montrose with an emphasis on “Bridging the Gap” in its goal to strengthen community relationships and increase civic engagement among Latino and minority populations within the City of Montrose

Job Responsibilities:

Community Outreach

- Develop a community outreach plan that will focus on engaging the Hispanic/Latino and minority groups in Montrose to participate in civic projects.
- Identify and engage community leadership in the project: Identify collaborative leaders within existing groups including, but not limited to: Health Equity Advocacy Team (HEAT), Diversity Council, Hispanic Affairs Latino leadership committee, community navigators, cultural health navigators, translators, Latina women's network, school-based navigators and Latino advocacy workgroups that are working in the Montrose Community.

Community Engagement

- Coordinate with the civic engagement office of the City of Montrose to align the goals of this project with the Engagement Plan and Trail Project.
- Facilitate residential listening sessions about current or future civic projects that will impact neighborhoods.
- Develop and implement a two-way communication plan that will lift of the voices of vulnerable community members through storytelling, assessments, focus groups, and civic engagement.
- Evaluate communications, lessons learned and how information from engagement is being integrated into community programs, projects, and decision-making.
- Report back to residents about community projects, including information about how their feedback impacted the project.

Community Development and Training

- Assist HEAT to engage the City of Montrose and the Montrose Recreation District leadership in HEAT meetings and activities.
- Organize a Civics 101 Training with the City of Montrose and other key stakeholders to foster greater understanding of how local government works.
- Encourage local City officials, project managers, board members and council members to participate in the Health Equity Learning Series.
- Research and collect "Welcoming City" resources to find opportunities for certification for the City of Montrose.
- Work with the HEAT Coordinator to develop new strategies that support community integration, language justice and racial justice.

Requirements/Qualifications:

- Belief in and understanding of HAP's mission and vision
- Excellent organizational skills.
- Ability to work with sensitive, confidential information appropriately.
- Ability to work independently as well as in a team.
- Capacity to communicate in the way to create trust with the stakeholder (participants).
- Familiarity with grassroots organizing and advocacy techniques is strongly preferred; familiarity with legislative campaigns, immigrant and farmworker issues.
- Passionate about advancing racial justice
- Demonstrated leadership capability and ability to work well with a diverse populations including immigrants and receiving community members.
- Ability to troubleshoot and problem-solve.
- Must be willing to work flexible hours and some weekends with some travel out of the region for training or representing HAP in events and conferences.
- Fluency in written and spoken English/Spanish.
- Personal vehicle, cellular phone and computer are required.

Salary:

This is a part time position (20 hours per week. \$21.00 per hour). The Hispanic Affairs project has secured one year of funding for this position with the possibility of this position continuing for an additional period of time.

To Apply: Submit resume, cover letter, and contact information for three references in one Word or PDF document to Ricardo Perez - ricardo@hapgj.org

Job Announcement open until the position is filled.

To learn more visit www.hapgj.org.

HAP is an advocate of affirmative action and welcomes applications from all backgrounds, particularly from people of color; women; LBGTQ people; immigrants or refugees; people with disabilities; and people from low- or moderate-income backgrounds. HAP does not discriminate in its employment decisions on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender, gender identity/expression, age, height, weight, disability status, veteran status, military obligations, marital status, policy party affiliation, or on any other basis that would be in violation of any applicable federal law.