



# Hispanic Affairs Project

1010 S. Cascade Ave, Suite A1, Montrose CO 81401  
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**Date:** July 29, 2019

**Job Title:** Community Outreach Coordinator

**Location:** Grand Junction, CO - Mesa County

**Reports to:** HAP Executive Director

**Classification:** Full-time, Exempt Position

**Organizational Background:** The **Hispanic Affairs Project (HAP)** is a grassroots organization serving the immigrant community in Western Colorado, primarily in Mesa, Montrose and Gunnison counties. Our Mission is to promote the social integration of the immigrant community in Western Colorado through leadership development, community organizing, and providing key services. Our 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. HAP programs include:

- Advocacy-Policy Education
- Combating Human Trafficking
- Community Resources
- Immigration Legal Assistance
- Migrant Farmworker/Shepherdder Outreach
- Sexual Assault & Domestic Violence Prevention
- Welcoming Colorado Initiative

**Position Description:** HAP's Community Outreach Coordinator will lead the Cultivating Community Capacity Building Program focused on relationship building, deep listening, leadership development and capacity building within the Latino immigrant community with the goal of building and empowering a strong and active base of supporters to take action on issues impacting community health, safety and well-being. The Coordinator will also be responsible for organizing diverse educational programming to inform and engage the community. We are looking for a candidate that is reliable, community-oriented, has strong communication and facilitation skills, and is very detail oriented.

## **Responsibilities:**

The Community Outreach Coordinator will be responsible for the following:

- Lead HAP's *Cultivating Communities Capacity Building Program* focused on but not limited to the following:
  - Organize and lead Focus Groups/House Meetings in immigrant neighborhoods.
  - Coordinate and lead Community-Relationship Building Activities including, but not limited to:
    - 1:1 meetings with immigrant leaders.
    - Monthly Women's group activities to create a safe space for women and mothers to share and build community.
    - Welcoming-integration activities with immigrant and US born individuals to build community.

- Trainings and activities to build and deepen trust, align values, and work toward real change.
    - Recruit participants and support regional Leadership Retreats for immigrant families.
- Organize community education presentations about relevant topics impacting the immigrant community.
- Provide community resources and guidance to community members and maintain a presence in HAP's Grand Junction office.
- Support activities of HAP's Local Action Committee as needed.
- Represent HAP in collaborative activities and partnership events as needed.
- Attend and support organizational fundraising efforts and events.

**Qualifications:**

- Shares HAP's commitment to advancing equity, inclusivity and justice.
- Experience working with immigrant and Spanish-speaking communities.
- Strong group facilitation skills and ability to effectively lead diverse activities.
- Capacity to listen and communicate in a way that builds trust with the community.
- Experience organizing community events including logistics coordination preferred.
- Ability to work independently as well as part of a team.
- Familiarity with grassroots organizing and advocacy is preferred.
- Demonstrated leadership capability and ability to work well with a wide variety of people and organizations.
- Ability to troubleshoot and problem-solve.
- Ability to work with sensitive, confidential information appropriately.
- Fluent in spoken and written English and Spanish.
- Familiarity with email, Microsoft office, and social media.
- Must be willing to work irregular hours and some weekends with occasional travel across the region as needed. Personal vehicle and cellular phone required.

**Compensation and Benefits:** Full-time (40 hour/week) position, compensation based on experience. Full medical benefits and 403(b) retirement plan.

**To Apply:** Submit your letter of interest, resume, and three references in word or pdf to [ricardo@hapgj.org](mailto:ricardo@hapgj.org) with "HAP Community Organizer" in the subject line by August 30, 2019.

Visit [www.hapgj.org](http://www.hapgj.org) to learn more or contact Ricardo Perez at (970) 417-6127 or [ricardo@hapgj.org](mailto:ricardo@hapgj.org) with questions.

*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.*