

## COLLABORATIVE ACTION FOR IMMIGRANTS (CAFI) COORDINATOR

### **JOB SUMMARY:**

The Collaborative Action for Immigrants (CAFI) Coordinator (Coordinator) is responsible for supporting all aspects of CAFI, with an eye toward making CAFI a sustainable, independent nonprofit. The Coordinator will be a part-time (10 to 15 hours/week) contract position at the Telluride Foundation and take direction from members of CAFI (which includes Telluride Foundation staff). The Coordinator will have the support of Telluride Foundation staff and work with a dedicated group of collaborative members to promote JEDI principles (Justice, Equity, Diversity & Inclusion) and advocate for the needs of the immigrant community. The Coordinator will work with CAFI members to facilitate regular meetings, identify needs and issues to be addressed in the community, coordinate solutions, and manage JEDI trainings and language equity efforts. The Coordinator will help oversee day-to-day operations and programming of CAFI. The Coordinator will help CAFI with their vision to ensure long-term sustainability as a nonprofit, including researching and pursuing funding sources and grants and developing organizational documents and a system for governance.

This is a temporary part-time position that could grow into more contract hours and/or full-time employment as CAFI works towards becoming a sustainable nonprofit.

### **DUTIES AND RESPONSIBILITIES:** *May include the following and other duties as assigned*

1. Schedule regular CAFI meetings among members, each representing community organizations that serve the immigrant population; create agendas, help facilitate meetings, ensure governance structure, write and distribute minutes, and follow up on tasks and issues as directed by CAFI members.
2. Support CAFI members in their efforts to implement and manage strategies to advance program and policy priorities, including communications strategies, outreach efforts, and support for community organizations working with the immigrant population.
3. Promote opportunities to collaborate with current and potential stakeholders in order to advance JEDI principles.
4. Help to coordinate language justice efforts, including translation and interpretation.
5. Support CAFI members in local JEDI training efforts.
6. Help ensure communication and outreach materials are translated in Spanish and are culturally appropriate to target audience.
7. Coordinate day-to-day program operations to promote an inclusive and equitable community.
8. Coordinate community events that bring together, support and celebrate members of the immigrant community.
9. Work with CAFI members and Telluride Foundation staff to develop a business plan for

CAFI to achieve financial independence as a nonprofit in approximately three years.

10. Other duties as required to ensure the success of the CAFI program.

**PREFERRED EDUCATION AND EXPERIENCE:**

- Fluency in Spanish and English languages, both oral and written.
- Relevant professional experience working with immigrants, communities of color and diverse populations and working in multi-disciplinary, multi-cultural, and multi-sectoral partnerships.
- Nonprofit experience, understanding of nonprofit governance, fundraising, and grants.
- Demonstrated ability to prioritize, lead, and manage multiple projects simultaneously with attention to detail and with minimal supervision/a high degree of self-accountability.
- Experience in group facilitation, grassroots outreach, and/or coalition building.
- User of MS Office with an aptitude for computers and working with various software.

**PREFERRED PROFESSIONAL SKILLS AND PERSONAL ATTRIBUTES:**

- Commitment to the mission and work of CAFI.
- Passionate about making an impact through programming, relationship building, educating the community, and inspiring people to take action.
- A self-starter, willing to identify a challenge and apply different strategies to overcome the obstacle.
- Effective communication skills (in person [one-on-one and groups], on the telephone, and through email correspondence).
- Possess demonstrated ability to relate to individuals and families of varied ethnic, cultural backgrounds, ages, and economic circumstances.
- Innovative, energetic, well organized, and self-directing.
- Proven ability to quickly establish trust, gain rapport, and work effectively, both internally and with the community.
- Strong work ethic and collaborative style.

**LOCATION:**

Requires work from home office, as well as physically working in Telluride in order to coordinate with CAFI members, facilitate events, and coordinate CAFI efforts.

**COMPENSATION AND BENEFITS:**

This is a contract position. Compensation range is \$35.00 - \$40.00 per hour based on experience. Contractor must have their own computer. Position does not include health, vacation, or other benefits.

**TO APPLY:**

For questions, contact Ximena Rebolledo León at [xime77work@hotmail.com](mailto:xime77work@hotmail.com) or 970-708-7973.  
To apply, please submit a letter of interest to the Telluride Foundation at [april@telluridefoundation.org](mailto:april@telluridefoundation.org).