



COLLABORATIVE ACTION FOR IMMIGRANTS (CAFI) COORDINATOR

JOB SUMMARY:

The Collaborative Action for Immigrants (CAFI) Coordinator is a part-time contract role (20 to 25 hours/week) to advance CAFI's mission to advocate for the immigrant community in the region (those working, living, or going to school in San Miguel County). Key responsibilities include facilitating CAFI operations, fostering collaboration, seeking funding opportunities, and developing organizational governance. The Coordinator will ensure that CAFI's efforts align with the community's evolving needs. This role has the potential to grow into a full-time position as CAFI achieves sustainability.

DUTIES AND RESPONSIBILITIES:

Meeting Coordination and Facilitation

- Schedule and facilitate regular CAFI meetings, prepare agendas, record and distribute minutes, and track follow-up actions.

Stakeholder Collaboration and Advocacy

- Build and maintain relationships with immigrant organizing groups and stakeholders locally and regionally.
- Assist in creating and managing strategies to address immigrant community needs, including communication, outreach, and collaboration with local organizations.
- Stay informed on local, state, and national issues and resources impacting immigrants.

Community Engagement and Language Justice

- Organize and support events like Papa Noel and Community Fiesta to celebrate and connect the immigrant community.
- Oversee translation and interpretation efforts for all CAFI communication.
- Coordinate language justice initiatives within the community.

Nonprofit Development and Financial Oversight

- Support CAFI's transition to financial independence by developing a plan, identifying funding sources, and assisting with grant writing and reporting.
- Support the implementation and maintenance of CAFI's non-traditional governance structure, including helping to coordinate a strategic planning effort.
- May help manage the Unidos Fund and CAFI's budget and resources.

PREFERRED EDUCATION AND EXPERIENCE:

- Fluency in English and Spanish (written and spoken).
- Experience working with immigrant communities, communities of color, and diverse populations.
- Knowledge of nonprofit governance, fiscal management, grant writing, and reporting.
- Strong organizational skills with the ability to manage multiple projects and deadlines independently.
- Proven ability to build coalitions and foster collaborative relationships.
- Proficiency with MS Office and other software tools.
- Ability to demonstrate current positive relationships within the regional immigrant community.
- Proficiency in hosting conference calls via Zoom; facilitating meetings with people in multiple locations.

PREFERRED PROFESSIONAL SKILLS AND PERSONAL ATTRIBUTES:

- Passion for advocating for immigrant communities.
- Strong communication skills and cultural competence.
- Self-starter with an innovative and proactive approach to problem-solving.
- Collaborative team player with a strong work ethic.

LOCATION:

In-person requirements for all CAFI meetings held in Telluride, Colorado along with other periodic community meetings. Desk space will be provided at the Telluride Foundation.

REPORTING:

This position will report to the CAFI membership, which is operated within a non-traditional management structure.

COMPENSATION AND BENEFITS:

This is a contract position at the Telluride Foundation. The compensation range is \$35.00 - \$40.00 per hour based on experience. The contractor should have their own computer. The position does not include health, vacation, or other benefits.

TO APPLY:

To apply, please submit a letter of interest and resume (if available) to Dani Laine at dani@telluridefoundation.org by 5:00 pm on Monday, March 3rd.

If you have any questions, contact Ximena at xime77work@hotmail.com or 970-708-7973.