



JOB ANNOUNCEMENT: SFILEN Program Coordinator



Program: San Francisco Immigrant Legal & Education Network (SFILEN)
Supervised by: Director of Immigrant Rights & Community Empowerment
Schedule: Full-time Exempt position
Compensation: Competitive salary commensurate with experience
To apply: Please send resume and cover letter to: Marisela Esparza, (Marisela@dscs.org). Applicants who do not submit a resume and cover letter will not be considered.

The San Francisco Immigrant Legal & Education Network a unique and groundbreaking collaboration of 13 community based organizations, including some of the region’s pioneering immigrant service providers and some of the city’s leading immigrant advocacy organizations – each with decades of experience providing immigration legal services and community education to low income immigrants. We provide immigration legal services and community education to low-income immigrants from African, Arab, Asian and Latino communities. Dolores Street Community Services is the Fiscal Lead for SFILEN and will house SFILEN’s Program Coordinator.

SFILEN is seeking a Program Coordinator. The Program Coordinator is responsible for carrying out the programmatic and event coordination, monitoring and ensuring grant compliance for all funding sources, and leading media communications on behalf of the network.

Responsibilities:

Program and Event Coordination (45%)

- Coordinate and facilitate monthly executive team, general network, outreach, and legal meetings to ensure work plan activities are carried out.
- Represent SFILEN with various stakeholders, including government agencies and officials, community-based organizations, educational institutions, non-profit legal services providers, law firms, volunteers, media outlets, and other key institutions.
- Coordinate educational workshops, press events, and larger annual events (Immigrant Family Day and International Migrants’ Day).
- Support and facilitate discussions around fundraising and diversifying funds for the Network.
- Coordinate multilingual interpretation services for meetings and events.
- Maintain and update internal resource guides and documents.
- Maintain and update SFILEN Publications and Resources.
- Develop annual service and activity report.

Dolores Street Community Services is an equal-opportunity employer and seeks applicants of the greatest diversity possible, including women, people of color, lesbian/gay/bisexual/transgender individuals, persons with disabilities, including HIV, and formerly incarcerated individuals.



Grant Monitoring & Compliance (35%)

- Monitor contracts through monthly reporting and invoicing to Network and funders.
- Data entry for monthly and annual reporting.
- Engage and coordinate budget advocacy, where appropriate, including, scheduling meetings and preparing informational packets.
- Serve as a bridge between funders and SFILEN, representing the Network in contract related matters.

Media and Communications Work (20%)

- Engage in public speaking with a variety of audiences; may include media interviews, panels and other speaking engagements.
- Manage and update SFILEN social media platforms including: web page, Facebook page, and Twitter.
- Develop social media strategies to expand SFILEN's reach and amplify the work and impact of our partners to generate deeper engagement. Closely track and analyse analytics to inform and refine the strategies.

Qualifications for successful employment:

- Knowledge of San Francisco's immigrant communities and organizations that serve these communities
- Strong administrative background, attention to detail, problem-solving, and analytical skills
- Ability to build and manage systems and processes
- Ability to work with and facilitate consensus building among diverse groups and personalities
- Experience with managing government contracts
- Experience with and commitment to working with immigrants and to advance immigrant rights movement
- Able to work some evenings and weekends as needed to carry out program activities
- Bachelor's degree and 1 -2 years of program management or equivalent combination of education and experience
- Bilingual Spanish or Chinese Speaker

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