Organizational Description:
The Washington Immigrant Solidarity Network (WAISN) is a grassroots coalition of over 400 immigrant and refugee rights organizations, formed in the wake of the November 2016 elections. WAISN's mission is to protect and advance the power of immigrant and refugee communities through a multiracial, multigenerational, multiethnic, multigender, multilingual, and multi-faith coalition. Our organizing strategy educates and mobilizes statewide to uphold and defend the rights and dignity of all immigrants and refugees, centering the voices of vulnerable and impacted communities.

The state of Washington is home to over 943,000 immigrants and receives the 8th most refugees among states. Many groups of, by and for immigrants and refugees have been working around the state for decades. In the face of the proliferating threats unleashed on us by the Trump administration and a rise in the white supremacy movement in the U.S, we have coalesced to form the Washington Immigrant Solidarity Network.

WAISN is the largest immigrant-led coalition in the State of Washington. We are a powerful, volunteer-driven network of immigrant and refugee-rights organizations and individuals distributed across the state in 27 counties. We work to provide support, capacity, and resources to organizations’ efforts to build power and a united immigrant justice voice statewide.

The ideal candidate shares our commitment to building relationships and grassroots power in immigrant and refugee communities and supports our feminist decolonial transnational and intersectional values of joy, care, solidarity across differences, integrity and accountability.

Position Overview:
The Events Coordinator is a key member of WAISN’s development team, responsible for implementing WAISN’s annual events, not limited to fundraising, with a wide range of stakeholders, partners & directly impacted community members. The Event Coordinator works closely with the Development Manager & Fair Fight Bond Fund Coordinator to set event goals and timelines in alignment with the annual fundraising calendar through events centered around care, joy and solidarity.

Key Responsibilities:
- Establishing and maintaining relationships with vendors and venues;
- Planning event logistics, transportation, meals, entertainment, speakers, and venues;
- Creating event budgets, issuing and requesting invoices for payment in a timely manner while remaining within the allocated budget;
- Assessing risk prior to the event and planning around potential scenarios that could impact the integrity of the event;
- Conduct internal assessment after each event to assess effectiveness and identify areas of growth;
- Maintaining a working knowledge of the complex audiences attending WAISN staple events;
- Participating in organizational development and internal retreats, including serving on committees or programmatic project teams;
- Support WAISN culture and values; align outcomes, practices, and communications within organizational best practices;
- Offering support to community partners hosting fundraising events on our behalf;
- Working with Little Green Light, Stripe, and other software tools to keep track of event information (registration, online giving tied to events, reporting);
- Coordinating with the Communications Manager and Social Media Organizer to market upcoming events and highlight past events;
- Coordinating with other WAISN departments to develop the programming and agenda for events;
- Incorporating best practices around disability justice and language justice to ensure events are accessible;
- Coordinating with the Development Manager and Fair Fight Bond Fund Coordinator to set fundraising goals and creating an annual fundraising and events calendar;
- Engage in personal development efforts to grow in relevant skill sets;
- Develop and operationalize post-event best practices to highlight outcomes and thank and steward donors.

Job Requirements and Skills Preferred:
- Excellent interpersonal skills; ability to juggle the interests of various stakeholders;
- Excellent attention to detail and high level of follow-through;
- Ability to organize work, manage time, and build relationships in a virtual environment;
- Customer service orientation, reliable and responsive communicator.
- Able to juggle multiple, competing priorities;
- Able to adjust to manage urgent needs or shifting priorities;
- A demonstrated commitment to social and racial justice issues and understanding of challenges facing immigrant communities, communities of color, queer and transgender communities, as well as low- and moderate-income families;
- A demonstrated commitment to cutting edge progressive values that champion an intersectional, decolonial, and transnational feminist agenda centered around the dismantling of all systems of oppression;
- Demonstrates self-awareness of their own multiple group identities and their attendant dynamics, and can adapt the approach as needed;
- Ability to communicate and build strong relationships and trust across race, gender, class, and other group identities, both internally and externally;
- Highly organized, self-driven, and ability to maintain deadlines with minimal supervision and proven ability to work independently;
- Excellent writing and communication skills;
- Demonstrated ability to organize time and manage multiple projects successfully;
- Ability to work cooperatively with others, both within the organization and in the community;
- Willing to work in a collective environment with consensus-based decision-making;
- Desire to invest in the Network's growth and development;
- Flexibility to work evenings and weekends, when necessary;
- Computer competency & Internet required;
- Proficient computer skills and experience with productivity tools, program management software, donor management software, and virtual fundraising tools.
- Bilingual/Multilingual skills are highly preferred and desired;
- Maintain a valid driver’s license. Ability and willingness to travel regularly and must live in Washington State.
Compensation:
This is a full time position. The salary range for this position is $70,000 to $75,000 annually for full-time work, contingent on experience. Benefits package includes professional development training fees, generous paid time off, vacation and sick leave. Please note that due to the new 501c(3) status, the organization is thinking through some of the most worker-friendly and people-centered best practices on employee benefits and policies that will include a retirement plan and collective days off.

Remote/Hybrid Work Policy
WAISN employees are currently located across the state of Washington and do not share a centralized office. Staff members are not required to work in person when handling day-to-day role responsibilities but will be expected to gather for events such as staff retreats and other all-staff reunions throughout the year. New staff members will be offered a $2,000 stipend to aid in relocation from out of state to Washington state if selected for their respective positions.

COVID-19 Vaccine Policy
In an effort to maintain a safe and healthy workplace, WAISN requires all current staff members and contractors to be fully vaccinated. WAISN defines "fully vaccinated" as having received either 1 dose of the Johnson&Johnson or 2 doses of the Moderna or Pfizer administered vaccines. WAISN also strongly encourages personnel to receive a booster dose when possible. All new personnel must present proof of COVID-19 vaccination card to the HR & Operations Manager upon request. Exceptions to the vaccine mandate include religious reasoning and health concerns. If you are eligible for an exception, please reach out to the HR & Operations Manager to discuss in further detail.

To Apply:
Please send a resume, cover letter, and list of three references to jobs@waisn.org. All documents must be in a single PDF in one email with “Events Coordinator” in the subject heading. In your email please include a written summary of an event you coordinated, include your goals/outcomes for the event, how you moved past setbacks to reach your goals, & any lessons learned. Applications will be accepted on a rolling basis until the position is filled. No phone calls please.

**WAISN is an equal opportunity/affirmative action employer that provides equal employment opportunities to all qualified employees/applicants in all of our employment practices without regard to race, religion, color, sex or gender (including gender identity, pregnancy, childbirth, lactation), sexual orientation, national origin, ancestry, age, marital status, medical condition, physical or mental ability, or any other basis protected by law. We encourage applications from historically and currently disenfranchised people of color, immigrants, women, people with disabilities, members of the Lesbian, Gay, Bisexual, Transgender, and Queer communities and other historically and currently disenfranchised groups.**