Overview
Mixteca Organization Inc. is a 501(C)3 organization founded in 2000 in Sunset Park, Brooklyn, which seeks to support sustainable livelihoods for Spanish-speaking immigrants, regardless of status. Mixteca provides free and culturally-sensitive programming to respond to the host of critical health, educational and immigration needs for Spanish-speaking families in Brooklyn and the broader NYC metropolitan area.

Job Summary
Reporting to the Community Organizer, Mixteca seeks a dynamic, self-motivated community Advocate to support day-to-day direct services and long-term community engagement for Mixteca’s community outreach. The Advocate is an in-person full time position with required flexibility for mornings, evenings and weekends. The role will be based at Mixteca, but the work will take her/him to nonstandard workplaces mostly in Brooklyn but can include all New York City boroughs.

Primary Duties and Responsibilities
● Work with Mixteca's Community Organizer and leadership staff to identify areas of congregation, stakeholders, and organizations that facilitate community outreach and engagement both in-person and virtually for hard-to-reach immigrant communities.
● Plan, implement, and coordinate outreach and engagement opportunities.
● Develop workshops and facilitate groups of 30-100 or more community members in person and virtually.
● Attend coalition meetings and facilitate new partnerships.
● Assist individuals in-person, telephonic calls, and online inquiries for information and guidance on the EWF application process and external/internal resources.
● Provide direct support via case management, preparation of document collection, and successful completions of the EWF applications through the Department of Labor portal.
● Provide accurately and timely records of activities and interactions through data collection systems.
● Recruit, train and oversee volunteers and interns.

Qualifications
● BA or BS, or equivalent work experience at a non-profit community organization, human rights, or community organizing fields
● Highly developed and dynamic interpersonal skills with excellent verbal and written communication skills in both English and Spanish required
Demonstrated success in serving hard-to-reach communities and capacity to coordinate on a range of successful campaigns
- A demonstrated ability to work both in a team structure and independently
- Effective public speaker, strong organizational skills, and intent listening skills
- Experienced in Microsoft Office skills (Word, Excel, and Powerpoint)
- Experienced in Salesforce preferred not required
- Experienced in social media skills a plus

To Apply:
Please send resume and cover letter to info@mixteca.org. Include “Advocate” on the subject line. Position to be filled immediately; interviews will be held on a rolling basis.

NOTE:
Salary: $40,000-$43,000
Generous benefits including 100% coverage on health insurance premiums are included, flexible schedules and generous PTO are included.
Applications will be accepted until the position is filled. Only those candidates under consideration will be contacted.