



Long Beach Immigrant Rights Coalition
Operations Assistant

Date: February 1, 2022

Position: Operations Assistant

Employee of: Community Partners (fiscal sponsor)

Reports to: Director of Communications and Operations

Hours and Compensation: This is a Part-time position, compensated at an hourly rate, range is \$19-\$21 an hour. This is a non-exempt position.

Who We Are: LBIRC is building and sustaining a thriving immigrant-led movement to end the criminalization of immigrants and secure bold protections and opportunities that allow immigrant communities to thrive.

Recent Accomplishments:

- UndocuFundLBC- distributed over 1 million dollars in direct financial aid to undocumented families affected by COVID-19.
- Long Beach Justice Fund- advocated for and won the implementation of universal representation in the city of Long Beach.
- Long Beach Liberation Fund- provided immigrant families with the bail to free their loved ones from Adelanto Detention Center.
- COVID-19 Relief Work- provided immigrant communities with real-time, on-the ground resource connection, culturally sound and cohesive Covid-19 education in Spanish regarding testing, vaccination, and booster information.

What We Do:

- LBIRC supports the leadership development of immigrant leaders through political education, leadership programs, wellness resources, and shared advocacy.
- LBIRC advocates and organizes to transform the systems and power structures (i.e. laws, budgets and policies) that impact our community.
- LBIRC is a regional hub for information, services, and resources for the immigrant community.
- LBIRC builds partnerships and is an integral force in local, state, and national coalitions that are advancing intersectional movements for justice.

The Position:

The Operations Assistant will be responsible for the smooth operation of the LBIRC office day to day operations. In addition, the operations coordinator's responsibilities include assisting with human resources, organizing community events, arranging and assisting with employee training, managing budgets, and being the first point of contact for immigrant families who reach out to LBIRC.

Essential Functions/Responsibilities: The key responsibilities of the Operations Assistant Coordinator include the following:

- Oversee the office reception area and virtual front desk, including welcoming and tracking visitors, enforcing office protocols and procedures, handling and/or forwarding all telephone and email inquiries in an appropriate and timely manner.
- Coordinate and track referrals to local resources to community members who reach out via our office phone, social media and walk-ins.
- Coordinate all equipment and both physical and virtual meeting space reservations while maintaining internal calendars in a timely and efficient manner.
- Perform clerical duties as needed, including filing, photocopying, data entry, and receive, sort, and distribute daily deliveries and mail.
- Provide logistical and administrative support for community meetings and events.
- Coordinate catering, child watch, interpretation and translation, and serve as the main point of contact with vendors.
- Coordinate Know Your Rights presentations with partner organizations and community leaders.
- Provide support in maintaining and organizing contract files, both physical and digital files for vendors, maintenance agreements, contracts for services, invoices, facilities, utilities, etc.
- Ensure that staff members, Board members, interns, and volunteers are supported in all aspects of administrative work.
- Ensure that the office is organized, clean, and operating in a manner consistent with our organizational culture.
- Proactively take inventory of supplies, snacks, equipment, kitchen supplies, and other products and restock items as needed with an eye towards cost savings.
- Coordinate weekly status checks on keys/equipment inventory to ensure they are properly working and loaned keys/equipment has returned to the office.
- Maintain an eye on the office for repairs, cleanliness, and equipment needs; find solutions for issues that arise, which may involve getting help from other team members or direct supervisors.

- Support logistics for fundraising events and other special events, such as coordinating vendors, managing timelines and checklists, tracking RSVPs and ticket requests, and overseeing event registration.
- Support with the Implementation of LBIRC's organizational procedures and protocols.
- Coordinate and assist with the onboarding of new employees by creating manuals and handbooks.
- Plan and organize conferences, events, staff training, and employee engagement activities.
- Attend staff meetings and all organizational related meetings.
- Attend check-ins with supervisor on a bi-weekly basis and as needed.
- Supports other administrative tasks as needed.

Desired Qualifications:

- Demonstrated commitment to social justice and immigrant justice
- High school diploma or equivalent required.
- Associates degree or higher preferred.
- Customer service experience is preferred.
- Must be able to multi-task and have good organizational skills.
- Proficient in Gmail, Google Calendar, Adobe PDF Pro, Google Sheets, etc.
- Candidates must have flexibility in working hours, including some weekends, and possess an acceptance and respect for cultural diversity, sexual orientation, and religious backgrounds.
- Candidates must be team players, demonstrate good listening and empathic skills, be able to multitask, work under pressure, and possess strong oral and written communication, time management and organizational skills.
- Must be able to lift 20 pounds, if needed.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to analyze situations quickly and apply sound judgment
- Good interpersonal skills – ability to engage and build rapport with guest and co-workers
- Experience working with immigrant communities.
- Bilingual, Spanish and English is a must.
- Must have reliable transportation

Physical Demands

- Able to work on a computer, including sitting at a desk, for extended periods of time with or without reasonable accommodation.
- Able to occasionally lift objects weighing up to 20 pounds.

- Able to stand for extended periods of time.

Travel

- Local travel within Los Angeles County will be required.

Work Environment

Currently, all LBIRC staff are working virtually in the ongoing COVID-19 pandemic. Until we return fully in person, this position will require weekly visits to the office. Upon all staff returning to in-person operations, the position will be located in Long Beach, California. Our office is shared among 8 employees. New employees must be fully vaccinated before their start date unless there is an exemption due to a medical condition or a sincerely held religious belief or practice is granted.

Why join the LBIRC team?

- We offer generous benefits and salaries, and a monthly cell phone stipend to all staff.
- Clear community focus: Our team gets to work with dedicated and growing community membership committed to the abolition of immigration detention and nurture immigrant leadership in our community.
- You'll be working with directly impacted staff who are dedicated and passionate about advocating for immigrant rights.
- 11 Holidays,, Cumulative Vacation Time; plus we are closed between December 25 and January 1.
- Our team is: (<https://www.lbirc.org/staff>)

How to apply: Send a resume, a cover letter, and contact information for two people who are familiar with your work, experience, and character.

Send materials to: mcruz@lbirc.org. Review of materials will begin on February 10, 2022. Job will remain open until filled. For more information, contact Maribel Cruz at mcruz@lbirc.org.

If you are selected for an interview, our team will contact you directly.

Community Partners® is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring. We welcome applicants from diverse backgrounds and seek to hire qualified staff who reflect the rich diversity of the community we serve.