



**Long Beach Immigrant Rights Coalition**  
**Immigrant Wellness Coordinator**

**Date: February 1, 2022**

**Position: Immigrant Wellness Coordinator**

**Employee of: Community Partners (fiscal sponsor)**

**Reports to: Director of Communications and Operations**

**Hours and Compensation: This is a Full-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 LBIRC Immigrant Wellness Coordinator is responsible for planning, designing, implementing and evaluating LBIRC’s wellness programs for the immigrant communities in Long Beach. This position includes an emphasis on mental/emotional health, health advocacy, and COVID-19 recovery work. The Immigrant Wellness Coordinator will work with the LBIRC organizing team to advocate for statewide health initiatives, when needed.

**Essential Functions/Responsibilities: The key responsibilities of the Immigrant Wellness Coordinator include the following:**

- Coordinate, plan, and implement immigrant health related campaigns/programs with the guidance of LBIRC leadership
- Coordinate mutual aid program including volunteers and community leaders
- Coordinate and conduct virtual/in person health workshops, Facebook Lives and Know your Rights presentations
- Coordinate LBIRC’s mental health initiatives
- Coordinate community outreach via canvassing, texting and tabling events
- Build health related curriculum in English and Spanish for workshops and social media content
- Develop health related educational materials including COVID-19 for dissemination
- Track and keep records of statistics, and program outcomes
- Conduct pre-assessments and post assessments of all health related programming
- Maintain an uptodate local community clinics referral list and support services
- Connect community members with Medi-cal enrollers, community clinics and support services for health services and programs.
- Develop and maintain organizational relationships with partner organizations and county and city stakeholders
- Participate and represent LBIRC in health related local and statewide campaigns
- Participate in LBIRC base building efforts by supporting community organizers and developing relationships with community leaders
- Any other health related work will be assigned as needed
- Attend staff meetings and all organizational related meetings
- Attend check-ins with supervisor on a bi-weekly basis and as needed

**Desired Qualifications:**

- Demonstrated commitment to social justice and immigrant justice
- High School Diploma or 3 years of work experience in issues such as immigrant rights and/or health equity.
- 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
- Must be able to multi-task and have good organizational skills
- 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.

### **Travel**

- Local travel within Los Angeles County will be required.
- Overnight travel to the state capitol may be required.

### **Work Environment**

Currently, all LBIRC staff are working virtually in the ongoing COVID-19 pandemic. Upon returning to in-person operations, the position will be located in Long Beach, California. Our office is shared among 8 employees. The Immigrant Wellness Coordinator will need to travel to a food distribution center in the city of Commerce, CA and deliver fresh produce to the assigned neighborhoods in the city of Long Beach and Wilmington. 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 paid Holidays, 2 Floating 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:** Email a writing sample (this can be a presentation/paper you've created for a workshop) or send a video detailing your experience and the relevance to this position. 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](mailto: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](mailto: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.***