



## **JOB ANNOUNCEMENT: Program and Event Manager**

*21 PROGRESS is a social justice leadership organization based in Seattle with start-up funding provided by UFCW 21, the largest private sector union in Washington. 21 PROGRESS works to build a progressive movement for the 21<sup>st</sup> Century by increasing the number and expertise of new progressive leaders through diverse civic engagement, leadership development, economic justice, arts & culture, and everyday economics for and by workers, their families and communities.*

*21 PROGRESS operates with a small core staff and diverse programming partners throughout the community. The Program Manager reports to the Executive Director*

### **PRIMARY RESPONSIBILITIES:**

**1. PROGRAM:** Coordination, scheduling and project planning of the 21 PROGRESS Deferred Action for Childhood Arrivals (DACA) program, Build Your Dream (BYD), on a day-to-day basis, in consultation with other staff and allies, as appropriate. **Deferred Action for Childhood Arrivals (DACA)** is an American immigration policy which allows certain undocumented immigrants who entered the country before their 16th birthday and before June 2007 to receive a renewable two-year work permit and exemption from deportation. It does not confer legal immigration status or provide a path to citizenship. It was started by the White House administration in June 2012.

The role will include but are not limited to: application preparation, making regular contact with program participants by phone, email, and other means; updating presentation materials and their Spanish language translations; and one-on-one appointments with participants to help them complete DACA Loan materials and identify opportunities for leadership development.

Plan and execute monthly DACA loan workshops for 30-60 youth and family members.

Prepare and submit 15-30 loan applications through individual interviews every month.

Responsible for all program documentation, data collection, case management, and database management.

The 21 Progress Build Your Dream program is currently one of the largest DACA microloan programs in WA State and this role will be vital in expanding our work throughout the state even further.

**2. ORGANIZATIONAL:** Cross-promote and coordinate other 21 Progress programs, as appropriate and assist with other major events and projects as time allows. Other programs include leadership development workshops such as: civic engagement, economic justice, financial literacy and job readiness.

### **QUALIFICATIONS & SKILLS REQUIRED:**

1. Must have demonstrated experience with scheduling, planning, and project coordination.
2. Must have experience coordinating and hosting engaging events for diverse populations.
3. English/Spanish Language: Excellent listening, verbal, writing skills; must be able to interpret and translate between Spanish and English.
4. Commitment to social justice, working knowledge of diverse social change issues and/or organizations and

leaders in Washington; practical understanding of class and race consciousness and economic inequities in Washington state.

5. Comfortable working with youth, young adults, diverse grassroots community leaders, and government officials.
6. Functions well in an open office with creativity, flexibility and capable of multitasking; a team player.
7. Must be able to work some evenings and weekends. This is not a 9 to 5 position.
8. Must have access to reliable car.
9. Bachelor's degree required.
10. Applicants should plan to available on Saturday July 18, 2015 from 10 am to 1 pm to attend a BYD event if requested during the interview process.

**ADDITIONAL DESIRABLE SKILLS:**

1. Software: Excel, PPT, Word required; Photoshop, InDesign and Little Green Light desirable.
2. Social Media: Facebook and Web

**COMPENSATION:** \$35,000-45,000 range DOE, plus generous benefits.

**APPLICATION PROCESS:**

Submit cover letter, resume, and list of three references to: **Mozart Guerrier**  
**Executive Director**  
**info@21progress.org**

**DEADLINE: Open until filled. Interviews begin June 29, 2015.**

**POSITION START DATE: August 1, 2015**

**21 PROGRESS is an Equal Opportunity Employer**