



## **Intercommunity Justice and Peace Center Program Manager**

Intercommunity Justice and Peace Center (IJPC), founded in 1985, educates and advocates for peace, challenges unjust local, national, and global systems, and promotes the creation of a non-violent society. IJPC is a 501c3 nonprofit organization. For more information visit [IJPCcincinnati.org](http://IJPCcincinnati.org).

The Immigration Program and Human Trafficking Program Manager position is full time salaried non-exempt and reports to the Executive Director. Salary range is mid-30s. Benefits include paid vacation, sick leave, and personal time off.

### Primary Responsibilities

#### *Immigration Program*

- Establish program goals and create annual plan
- Plan and implement educational programming
- Increase public education and advocacy
- Organize petitions, rallies, press conferences, and vigils
- Build coalition of immigrants and their allies to share their stories and promote comprehensive immigration reform
- Work as a liaison with local and national organizations focusing on immigration issues by participating in conference calls and attending meetings
- Lead trainings on Immigration 101
- Maintain a broad knowledge and awareness of immigration issues

#### *Human Trafficking Program*

- Establish program goals and create annual plan
- Educate youth and adults on human trafficking issues and actions to take to increase involvement and advocacy
- Strengthen relationships with local anti-trafficking agencies to network and diversify collaboration
- Prepare presentations and seek opportunities for broader community engagement
- Facilitate committee meetings and incorporate strategic planning
- Maintain a broad knowledge and awareness of issues related to human trafficking

#### *Organizational Support*

- Mentor and retain volunteers and facilitators
- Contribute written content to IJPC newsletter, website, social media, and e-action alerts

- Reach out to and productively engage press of all forms
- Create visual and written communication
- Connect and network with faith, labor, and community partners
- Present legislative and program updates to staff and board
- Support other program and non-program work as needed

### Qualifications

- Bachelor's Degree preferred
- Commitment to peace and justice and IJPC's mission
- Knowledge of immigration issues and commitment to promoting immigrant rights
- Knowledge of human trafficking issues and commitment to ending human trafficking
- Experience managing programs and developing annual program goals
- Excellent written and oral communication skills
- Fluency in Spanish preferred
- Excellent computer skills including proficiency in Microsoft Office
- Ability to work independently and collaboratively, to multi-task and see projects through to completion.
- Skilled in meeting and group facilitation
- Experience in event planning
- Proficient in social media
- Prior experience working with the press is desirable
- Some experience in grassroots organizing is desirable
- Organized and able to organize others
- Experience working with and managing volunteers. Works well with a variety of people.
- Good listening skills and compassion for persons in crisis
- Ability and willingness to work flexible hours
- Collaborative spirit

The small IJPC staff works collaboratively, shares office chores, and performs other duties as requested.

IJPC is an Equal Employment Opportunity Employer who is committed to providing equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, disability, national origin, age, genetic information, marital status, sexual orientation, family responsibilities, matriculation, or any other characteristic protected by federal, state or local law.

Please submit resume and cover letter to Allison Reynolds-Berry, Executive Director, at [allison@IJPCcincinnati.org](mailto:allison@IJPCcincinnati.org) by December 18, 2016.