

## **Western Redistricting Outreach Coordinator**

### **Los Angeles, CA**

MALDEF is the nation's leading non-profit Latino civil rights law firm. Founded in 1968, MALDEF works to safeguard the civil rights of Latinos and to increase the community's ability to participate fully in American society. We currently seek a **Western Redistricting Outreach Coordinator** in our Los Angeles office to conduct redistricting education and outreach for the Latino community, establish working relationships with various ethnic, and political coalitions and develop redistricting plans for the region.

**Job Responsibilities:** The Redistricting Outreach Coordinator, in collaboration with other staff assigned to the project, is responsible for redistricting program outreach, education, and media activities throughout the Western region, which include California, Arizona, Nevada, and Washington. Works with the National Redistricting Coordinator to conduct community organizing, and to coordinate and disseminate MALDEF promotional material including print, broadcast, and electronic media in English and Spanish; communicates and collaborates with other civil rights organizations to promote inter-racial cooperation to achieve fair redistricting plans; builds on relationships that MALDEF has built over many years. Works closely with legal staff on redistricting objectives, including the drafting of community education materials and the development of proposed redistricting plans. Creates capacity among community leaders to inform, engage and mobilize the Latino community for civic engagement beyond redistricting. The Redistricting Outreach Coordinator travels to areas throughout the region and communicates regularly with MALDEF policy and legal staff to monitor implementation of the redistricting project in assigned region. Maintains database of volunteers, cooperating organizations, and governmental and media contacts and prepares weekly, monthly, and quarterly activity reports.

**Qualifications and Experience:** Bachelor's Degree required. Must have outstanding interpersonal skills and be able to form and maintain relationships and alliances with community members and organizations. Strong analytical and problem solving skills required. Must be able to handle multiple tasks simultaneously, travel out of town for periods of up to one week, and organize and prioritize workload efficiently. The successful candidate must be able to speak Spanish with a high level of fluency. Equal proficiency in writing Spanish is desirable. Must have excellent public speaking ability and be able to articulate the importance and process of redistricting at all governmental levels to a wide variety of audiences in person, on television, and on the radio. Must have excellent computer skills, be particularly adept with electronic mail, word processing, and spreadsheet software and a willingness to learn how to use GIS software. Excellent verbal and written communications skills, with particular attention to detail and accuracy, are required. If COVID-19 pandemic conditions allow, must be willing to travel, including driving self to various locations when necessary. Access to an automobile, a valid driver license, and auto insurance is required.

**Knowledge, Skills, and Abilities:** The successful candidate will have in-depth knowledge of community organizing and relationship building; knowledge of and support for MALDEF's principles and organizational goals, as well as an understanding of how a law firm functions; knowledge of and an ability to work with print, electronic, and broadcast media; the ability to prioritize workload and to meet deadlines under pressure; due to COVID19 pandemic conditions, must have ability to work remotely with a large team across multiple time zones and comfort leading remote Zoom meetings; if COVID19 pandemic conditions allow, the ability to perform work in an office setting, requiring ordinary physical activity; and the ability to travel frequently by automobile or airplane as required.

**Compensation:** **This position is funded for a maximum of 12 months.** \$36,000 to \$50,000/year plus benefits. Salary is commensurate with experience. MALDEF's generous benefits package includes: 100% employer paid medical, dental and vision for employees and their eligible dependents, short and long term disability insurance, term life insurance, 403(b) retirement plan with employer contribution and match, employee assistance plan, 11 holidays, and 20 days personal time off (PTO) per year.

**How to Apply:** Send cover letter and résumé and 3 to 5 page writing sample by email to [jobs@maldef.org](mailto:jobs@maldef.org). For ease of processing please title your email as follows: **Your Name – LA Redistricting Outreach Coordinator**. Attachments should be in .doc, .docx, .rtf, .txt or .pdf format. Incomplete applications will not be considered.

**Position Open Until Filled. ■ Equal Opportunity Employer**

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