



### **Democracy Project Manager:**

Interested in making a difference in refugee rights within the community? Desire to manage campaigns on immigrant and refugee rights and are skilled in building and developing community relationships?

We are currently accepting resumes for our Democracy Project Manager. This role will be responsible for helping drive and support our signature electoral program “Democracy Project” which focuses on coalition building and engaging the immigrant community in the electoral ecosystem.

The Illinois Coalition for Immigrant and Refugee Rights is a mission driven social justice non-for-profit organization for and of the immigrant communities of Illinois. ICIRR is a 30 plus year-old membership organization composed of more than 138 dues paying organizations, the largest immigrant coalition in Illinois. Membership is broad based and includes: community groups, ethnic associations, unions, refugee organizations, churches, mosques and direct service organizations that work with diverse immigrant communities.

ICIRR’s mission is to promote the full and equal participation of immigrants and refugees in the political, civic and economic life of our diverse society. In partnership with our member organizations, ICIRR educates and organizes immigrant and refugee communities to assert their rights; promotes citizenship and civic participation; monitors, analyzes, and advocates on immigrant-related issues; and, informs the general public about the contributions of immigrants and refugees. For more information about ICIRR please go to: [www.icirr.org](http://www.icirr.org).

### **Responsibilities:**

- Work closely with the Political Director and other senior staff to ensure the campaign is managed efficiently and effectively
- Engage and support ICIRR members and Democracy Project partners



# ICIRR

Illinois Coalition for Immigrant and Refugee Rights

- Assist the Political Director and Democracy Project partners in the day to day operation of the campaign
- Help to manage members of the Democracy Project staff and contribute in meaningful ways across all departments and teams
- Promote a positive campaign culture focused on honesty, integrity, loyalty, and respect
- Contribute to strategic decisions throughout the election cycle

**Skills:**

- Substantial campaign experience, including experience as a member of senior staff on a large campaign or a manager on a smaller campaign
- Strong staff management and communications skills across large teams
- Ability to juggle a significant number of challenging tasks at once
- Attention to detail with an eye for efficient task management
- Experience managing up and working with a large team of organizers
- Direct experience working with non-profit organizations
- NGP- VAN strong skills

To Apply: Please send your resumé to [bkawar@icirr.org](mailto:bkawar@icirr.org) with a brief cover letter stating why you think you're right for the role.