



SEPA Mujer

SERVICIOS PARA EL AVANCE DE LA MUJER
SERVICES FOR THE ADVANCEMENT OF WOMEN

POSITION TITLE:	Community Advocacy Navigator
REPORTS TO:	Senior Community Organizer
Hours/Week:	40 hrs (Full-Time)
FLSA Definition:	Exempt
Salary Range:	\$50,000 - \$58,000

Background:

Since 1993, SEPA Mujer has provided safe spaces for empowerment, leadership development, civic engagement, and legal assistance as the only Latina Rights Organization dedicated to social change, women's rights, immigrant rights, and other issues by way of unique training, workshops, monthly meetings, presentations, tabling, press work, and action-oriented engagement.

Position Summary:

The Community Resource Liaison plays a key leadership role in SEPA Mujer's work. Among other tasks, the Community Resource Liaison connects with community members through grassroots outreach; shares information about the program and resources SEPA Mujer offers; conducts culturally inclusive know your rights workshops; recruits members into the organization; works in collaboration with other team members to warmly hand off any referrals to the appropriate parties. The Community Resource Liaison reports directly to the Senior Community Organizer.

Duties and Responsibilities:

- Conduct grassroots outreach to better identify community members and build relationships to assess their needs and challenges across Nassau and Suffolk County;
- Attend community events to provide information regarding the organization's programs and services;
- Conduct Know Your Rights workshops and monthly orientations for community members;

- Respond to high-volume calls through the AYUDA Latina hotline;
- Provide case management services and intake needs assessment and tailor the support to fit the needs of community members
- Understand and promote SEPA Mujer membership, programs, and services and support the development and expansion of the organization;
- Establish and maintain strong partnerships with other non-profit organizations, government agencies, and community stakeholders to enhance the support network;
- Design and create promotional materials for community events, workshops, and programs;
- Provide high-quality customer service, interactions, and responses to all members, partner organizations, vendors, visitors, callers, and any other individuals or organizations encountered in the role;
- Prepare and submit regular reports detailing outreach efforts, workshop attendance, and community needs.

Qualifications:

- Demonstrated commitment to social justice and a minimum of 2 years of organizing experience (labor or community);
- Experience providing case management;
- Experience working with immigrant communities and a deep understanding of their unique challenges;
- Experience working on the grassroots level with a member-driven organization or campaign;
- Self-motivated and dedicated, with a proven ability to work independently under pressure and overcome obstacles;
- Eager to learn alongside a dynamic and effective team (team-work oriented);
- Meet deadlines established by supervisor;
- Excellent communication, organizational, and interpersonal skills;
- Valid Drivers' License and reliable car;

- Bilingual Spanish-English required;
- Willing/able to travel throughout Long Island with experience working on Long Island;
- Must be comfortable driving passengers and/or driving community members in a personal vehicle from time to time;
- Maintain a positive attitude;
- Available to work evenings and weekends when needed;
- Computer skills, including word processing, databases, excel and PowerPoint.

Benefits and Perks:

Besides a competitive salary, we offer the following benefits:

- Health insurance coverage after three months of employment.
- Vision and Dental insurance coverage.
- Flexible Spending Account (FSA)
- Annual Paid time off and holidays: 10 PTO days, up to 5 additional days for sick time, and 11 holidays per year. (see handbook for details). Five additional PTO dates will be offered as a well-being / self-care package.
- Professional development opportunities.
- A dynamic and inclusive work environment.
- The summer schedule, including Fridays off, is evaluated annually by the Board of Directors and the Executive Director.
- Holiday Vacation: The office is closed from December 24th to January 1st.

How to Apply:

Interested candidates are invited to submit a resume and cover letter outlining their qualifications and relevant experience to jobs@sepamujer.org. Please include "**Community Advocacy Navigator**" in the subject line.

SEPA Mujer, Inc. does not discriminate based on race, color, religion, sex, national origin, disability, or sexual orientation.