



***Advocacy Program Associate***  
Full-time Bilingual Position Available Immediately

**El Vínculo Hispano / The Hispanic Liaison**  
**An Equal Opportunity Employer**

El Vínculo Hispano (EVH) is a regional nonprofit organization with offices in Siler City and Sanford, NC. Our mission is to foster intercultural understanding and to empower Latinxs to overcome the challenges they face and make their voices heard in the community. We accomplish this through advocacy, leadership development, youth empowerment, community education, civic engagement, direct services, and cultural celebrations. Our service region includes Chatham, Lee, Alamance, and Randolph counties.

As a Latinx-led organization, we pride ourselves in being representative of the community we serve. Our board of directors is at least 50% Latinx. Our 8 current staff members are fluent in Spanish and are either first or second-generation immigrants. As a small organization, we are nimble and responsive to the needs of our community.

EVH seeks a talented and motivated Advocacy Program Associate to help advance EVH's advocacy goals of expanding and protecting immigrant' rights locally and at the state level. The Advocacy Program Associate works closely with and reports to Ilana Dubester, Executive Director. The ideal candidate **must be community minded and fluent in English and Spanish**. Proof of COVID-19 vaccination and booster is required. This position is based out of our Siler City office.

**Key responsibilities:**

- ❖ Help implement civic engagement and know your rights trainings for Latinxs in Chatham.
- ❖ Empower Latinxs in Chatham to voice issues of common concern to elected or appointed officials.
- ❖ Manage appointments for EVH's virtual Immigration Legal Clinic.
- ❖ Help promote and manage applications for our DACA scholarship fund.
- ❖ Engage in advocacy efforts to protect and advance the rights of immigrants in partnership with the Executive Director and other organizations.
- ❖ Participate in relevant local, regional and/or statewide coalitions. Some meetings are held in the evenings or weekends.
- ❖ Help coordinate non-partisan GOTV and voter education efforts in Chatham.
- ❖ Help conduct community education campaigns and outreach regarding immigrants' rights
- ❖ Assist in managing program related social media and text messaging service.
- ❖ Assist in implementing the Faith ID program in Chatham County.
- ❖ Utilize our database and other tools to track program data and results.
- ❖ Prepare quarterly program reports for the board of directors, and reports to program funders as needed.
- ❖ Attend professional development trainings to advance skills and knowledge.
- ❖ Participate in other organizational activities, including events and fundraisers, as requested

**Qualifications:**

- ❖ BS/BA degree or equivalent work experience
- ❖ Minimum 2 years of relevant advocacy experience
- ❖ Strong commitment to EVH's mission
- ❖ Excellent communication skills in Spanish and English (must be able to speak, read and write)
- ❖ Knowledgeable of Latin American cultures and issues affecting Latinxs in NC.
- ❖ Able to establish working relationships with persons of varying socio-economic and cultural backgrounds
- ❖ Proficient in MS Office programs and social media platforms
- ❖ Committed to social justice and equity
- ❖ Compassionate and patient

- ❖ Organized and strategic
- ❖ Team player
- ❖ Able work independently to manage priorities and deadlines
- ❖ Able to work some evenings and weekends, as needed
- ❖ Desire to work in the nonprofit sector

**Desired Attributes:**

- ❖ Able to relate to immigrants' experiences
- ❖ Knowledgeable of the immigration process in the US
- ❖ Knowledgeable of racial and gender equity principals
- ❖ Experience in volunteer management a plus

**Compensation:**

Annual starting salary range of \$40,560 to \$44,200 (19.50-\$21.25 per hour), commensurate with experience. Benefits include 10 days' vacation, 12 paid holidays, 12 days paid sick leave. Qualifies to enroll in group health insurance plan with BCBSNC after 3-month probationary period, vision and dental coverage can be added to the policy.

**To apply:**

Email **bilingual cover letter** and resume to [info@evhnc.org](mailto:info@evhnc.org), subject line "Advocacy Program Associate". Position will remain open until filled. No phone calls, please. For more information, visit [www.evhnc.org](http://www.evhnc.org).

**Interview process:**

1. Initial 15-minute Zoom interview with Executive Director
2. One hour in-person interview with Executive Director
3. One-hour in-person or Zoom interview with key staff members
4. Will be asked to share at least 3 professional references and work samples.

*EVH is an equal opportunity employer. We are committed to diversity and inclusion. Minorities are strongly encouraged to apply. We do not discriminate based on race, color, national or ethnic origin, ancestry, age, religious beliefs, disability, sex, gender identity, or sexual orientation.*