



Pennsylvania Immigration & Citizenship Coalition

Membership Director

Seniority Level: Senior Staff

Industry: Non-profit Organization, Immigrant Rights

Employment Type: Full-Time, Exempt

Exempt Employment Location: Pennsylvania

ABOUT US:

The Pennsylvania Immigration & Citizenship Coalition (PICC) is a diverse coalition of member organizations that span across Pennsylvania. Our membership includes community groups, social, health, and legal service providers, advocacy organizations, labor unions, and faith communities. PICC plays a unique role as the only statewide coalition in Pennsylvania that brings together organizations and individuals representing different ethnicities, immigration statuses, faiths, and other backgrounds, to work collectively on immigrant rights in Pennsylvania.

WHO YOU ARE:

The Membership Director is a strategic, dynamic, and thoughtful leader focused on advancing the organization's commitment to building the power of the immigrant community. The Membership Director will lead the engagement of coalition members, identify agreed-upon issue priorities, and convene and coordinate members on coalition agreed-upon priorities. The Membership Director will identify leadership development opportunities in areas of growth named by members. The Membership Director will work within the Campaigns Department and serve as a member of PICC's senior leadership team that shapes strategic thinking for the organization, including fundraising, communications, and planning. This position reports directly to the Executive Director.

Key Responsibilities:

- Work closely with the Executive Director and the senior leadership team to ensure that the organization is serving its mission, achieving organizational goals, and maintaining healthy culture;
- Hold primary ownership over PICC's engagement with member organizations, including planning of member meetings and overseeing coalition decision-making process, process new member applications, manage membership renewals for organizational members;
- Onboard new PICC members; track and update membership list and communications;
- Convene and coordinate on member's agreed upon issue priorities; co-create campaign strategy and co-lead issue campaigns when needed;
- Identify leadership development opportunities, run leadership development trainings, and provide coaching to members when needed;
- Support and when necessary take lead on organization-wide events and activities including direct actions, press conferences, rallies, lobby days, and other events as needed;
- Represent the organization in key partnerships and coalitions for local, state-wide, and federal advocacy efforts;
- Effectively supervise staff and maintain confidentiality, discretion, and professionalism;
- Work with the Executive Director and leadership team to develop fiscal year budget;
- Provide media interviews on key issues and current events, as needed;
- Respond to external partners for information and speaker requests;

Required Qualifications:

- Demonstrated commitment to racial and gender equity and record of success working with communities of color, women, low-income people, LGBTQIA individuals, and other historically marginalized communities;
- Strong belief in the mission of the organization and commitment to advancing racial equity and immigrant rights;
- A minimum of 5 years of experience with community organizing/base-building and grassroots leadership development; campaign strategy planning, political power analysis, direct action planning, media strategy planning, legislative engagement and policy research;
- A minimum of 3 years experience as a supervisor; including experience effectively supervising interns and/or staff, and maintaining confidentiality, discretion, and professionalism;
- Highly effective interpersonal, leadership, consensus-building, and coalition-building skills, with ability to forge new relationships and foster existing ones; Ability to work collaboratively with multi-ethnic, multi-generational, or multi-sector communities;
- Experience with effectively coaching or mentoring individuals for leadership and professional development purposes;
- Strong interpersonal and communications skills, with an emphasis on working collaboratively on team projects and clearly setting expectations and roles; work well with others under pressure, and creatively adapt strategies and tactics as needed;
- Excellent oral and written communications skills; Ability to reliably track and report on project outcomes;
- Skilled at multitasking and honoring multiple priorities in a timely manner;
- Willingness to: travel in Pennsylvania as deemed necessary; Occasionally work evenings and weekends to accommodate community leaders' schedules or attend key community events; Travel to regional and national convening events held outside of Pennsylvania (e.g., Washington, D.C.).

Preferred Qualifications:

- Knowledge about U.S. history of immigration policy, immigrant communities, or Pennsylvania's political landscape is a plus but not required;
- Experience with managing civic engagement activities, including voter registration, GOTV, and database management, is a plus but not required;
- Experience working in multilingual spaces is a plus but not required;
- Fluency in a language other than English, reflective of Pennsylvania's immigrant communities, is a plus but not required.

What we offer:

- The starting salary for this position is \$65,000. PICC prides itself on having an equitable, transparent, and values-based pay scale for all its employees and strives to maintain a process to ensure pay equity at all levels of the organization.
- Competitive benefits package, which includes full medical coverage, 5% employer match, 401k match, individual wellness fund, paid vacation, mental health days, sick leave, 9 US holidays, 3 floating holidays, parental leave, and rejuvenation leave after 4 years of employment.

Persons of color and from immigrant backgrounds are strongly encouraged to apply. This position can be based anywhere in Pennsylvania and will require some travel statewide. This is a full-time position with occasional weekend and evening hours.

How to Apply:

Please submit a resume with a short introductory letter to jobs@paimmigrant.org with the subject line "Membership Director":

All applications will be acknowledged with an initial automatic response, but only complete applications will be reviewed. **Applications will be reviewed on a rolling basis until the position is filled.**

The Pennsylvania Immigration & Citizenship Coalition is an equal opportunity employer. Candidates for employment will be considered without regard to race or ethnicity, gender, age, national origin, marital status, disability, or sexual orientation.