



m.i.c.a. PROJECT

Migrant & Immigrant Community Action

Advocacy Coordinator

Application Deadline: Rolling

The Migrant and Immigrant Community Action Project (MICA Project) is a community organization committed to working with low-income immigrants to overcome barriers to justice. The MICA Project utilizes legal services, organizing, advocacy, and education to promote the voice and human dignity of immigrant communities. Each year, the MICA Project works with hundreds of migrants by representing them in their applications for immigration relief and by shifting legal knowledge through Know-Your-Rights presentations and Pro Se workshops.

MICA Project staff approach our work as a team, supporting and assisting each other while striving to provide trauma-informed services. We are passionate about our work and seek someone to join us in working toward our vision of a world that honors the dignity of all people.

Position Description:

The Advocacy Coordinator will lead MICA's advocacy work, both internally and as a member of community coalitions. This is a new position at MICA, so the position is ideal for someone who is a self-starter and who is familiar with the local immigrant advocacy landscape.

Essential Duties and Responsibilities:

- Lead internal efforts to design effective systems for advocacy work;
- Convene the Missouri Immigration Policy Coalition (MIPC), a statewide nonpartisan network of immigrant advocates and organizations that work to advance immigrant rights;
- Collaborate with other programmatic staff regarding trends that may lend themselves to advocacy intervention;
- Collaborate with community partners on advocacy efforts;
- Lead efforts to collect, maintain, and report data related to advocacy work;
- Collaborate on efforts to obtain additional grant funding for advocacy work;
- Manage grant documentation, reports, and deliverables for program grants.

Qualifications:

- Passion for MICA's mission and values (dignity, voice, equity, community).
- At least one year of advocacy-related experience.
- Familiarity with the immigrant justice movement.
- Familiarity with movement organizing, legislative advocacy, and other approaches to systemic change.
- Experience working with immigrants, including using interpretation and translation services.
- Lived experience in a multi-cultural setting or familiarity with different cultures.
- Strong collaboration and facilitation skills for shared projects with community partners.
- Demonstrated ability to effectively work with marginalized populations.

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- Excellent verbal and interpersonal skills.
- Capacity to work both independently and as a member of a team in a fast-paced environment.
- Enthusiasm for working in a constantly changing atmosphere where quickly developing crisis situations are the norm rather than the exception.

Annual Salary & Benefits: \$55,500

Starting annual salary is determined by our equity-based compensation plan and thus is non-negotiable.

- Hours of work: 40-hours per week, during normal work hours, with occasional evening/ weekend work, flex time available.
- Group benefits: Full health and dental coverage for the employee (no employee contribution towards premium), effective upon start of employment (however, it may take up to 30 days to receive proof of coverage).
- Dependent health and dental coverage available, at the current monthly premium (rates available upon request).
- Vacation/PTO: MICA has 11 recognized organizational holidays, a floating holiday, three (3) weeks paid vacation, plus 8 additional days of sick/personal leave, per year. Employees are also encouraged to take a “self-care” hour each week during the year.
- Retirement Plan: The MICA Project will match up to 3% of an employee’s monthly income through a SIMPLE IRA plan invested with Thrivent Financial. Thrivent offers eligible employees a range of investment options. Employees become eligible for the plan in the month following the month in which they earn \$5,000 in salary income from their employment at MICA.
- Additional benefits: training budget and travel expenses.

Application:

Please send a cover letter, resume, and 3 references with contact information to jessicamayo@mica-project.org.

Cultural and linguistic fluency are highly valued. Persons of color, persons with disabilities, and gay, lesbian, bisexual, transgender and queer individuals are encouraged to apply.