

Program Coordinator for Sanctuary Sites and Immigration Advocacy

Hours: 20-30 hours/week, negotiable

Salary range: \$20,000-30,000, based on experience and hours worked

Benefits: Excellent vacation/leave time; employee matching 401k retirement

Location: The Council's main office is in Raleigh, though because travel across North Carolina is expected, this position need not be based in our Raleigh office.

Council Description

With more than eight decades of progressive activism, the North Carolina Council of Churches remains the leading faith-based ecumenical voice for justice in North Carolina. We are particularly concerned about issues related to health care, immigration, farm workers, care of creation, voting rights, food security, and peace. The Council embraces ethnic, racial, gender, and sexual diversity, while standing within the Christian faith.

Position Description

We are particularly concerned about marginalized and vulnerable people, including our state's immigrants. In this particular climate, many immigrants find themselves with few choices and must seek "sanctuary" to avoid leaving their families. The Council has also played a critical role in the growing New Sanctuary Movement that has taken root in North Carolina. A primary responsibility of this position will involve working with current and potential Sanctuary Sites. More broadly our immigrant work consists of education (program materials, Bible studies, and web resources), advocacy for just immigrant policies at the state and federal level, and mobilizing faith-based allies demonstrate the scriptural call for hospitality.

Job Responsibilities

- Under the direction of the Executive Director, work closely with churches across the state to create and engage a network of sanctuary churches in North Carolina.
- Collaborate with organizations that work directly with affected immigrant communities.
- Teach and speak about the importance of welcoming immigrants and refugees.
- Educate and mobilize congregations to be in solidarity with immigrants and refugees through workshops, presentation, webinars, etc.
- Build relationships with key faith leaders in the Council's network.
- Attend and speak at meetings, trainings, regional, and denominational gatherings.
- Research and write new materials, such as immigration fact sheets, Bible studies, etc.
- Participate in advocacy efforts, such as letters to the editor, op-eds, phone calls and in-person visits with elected officials.
- Coordinate production of social media content and communications material.
- Manage a project budget.
- Assume other tasks as requested by the Executive Director.

Qualifications

Required:

- Ability to work collaboratively and respectfully with others
- General agreement with NCCC's mission for Christian unity and social justice
- Familiarity with immigrant rights
- Able to build strong relationships with constituents.
- Excellent writing, speaking and relational skills
- Proficiency in MS Office, email and internet use (such as MailChimp or Constant Contact), Basic Design (such as MS Publisher or Adobe InDesign)

Preferred:

- Theological education and/or experience working within social movements
- Affiliation with [a faith community that is part of the NCCC's membership](#), and familiarity with other North Carolina faith communities
- Experience working with faith communities and/or nonprofit organizations
- Experience with public speaking, communications work, fundraising, and developing programs and resources
- Previous experience with immigrant and refugee populations
- Proficiency in Spanish

The North Carolina Council of Churches does not discriminate on the basis of gender, race, ethnicity, age, or sexual orientation.

For more information about the North Carolina Council of Churches, visit us at www.ncchurches.org. For more information about the Council's immigrant rights program, visit www.welcometheimmigrant.org.

To Apply

To apply, send résumé and writing sample to jobs@ncchurches.org. Please include the subject line: Immigration Program Coordinator. The position will be filled immediately. To guarantee consideration, please submit your application by the end of the day on February 23.