



Program & Development Coordinator

Who We Are

The Phoenix Legal Action Network (PLAN) advances justice for immigrants & their families in Phoenix, Arizona. PLAN has been providing free immigration legal services to community non-detained community members who cannot afford an attorney since 2018. In 2021, we made an intentional shift away from being a traditional legal services non-profit into becoming a movement lawyering organization. Our movement lawyering approach recognizes that legal services, while important to supporting individual immigrants and their families, do not change the laws and systems that oppress and exclude immigrant communities, nor do they shift access to justice from attorneys to the people. In recognition of these limitations, PLAN made a change to incorporate social movement and systems change strategies into its work. Now, we not only provide legal services but also partner with local immigrant-led organizations to build community trust and power to 1) democratize legal knowledge, 2) dismantle the unjust systems that oppress immigrants, and 3) change the narrative on immigration. Learn more about us at our website www.planphx.org.

The Position

Title: Program & Development Coordinator

Reports To: Executive Director

Compensation: Full time, salary position with starting salary \$48,000-\$52,000 depending on experience.

Location: 221 E Indianola Ave (at CO+HOOTS, a co-working space) with opportunity for regular and flexible remote work as well. Will include regular travel to court and community events, among other locations.

Benefits:

- Health, dental, and vision insurance.
- One personal (1) day a month (use or lose).
- Twenty (20) days vacation time annually (earned on a biweekly accrual basis).
- Five (5) Days Medical/Sick Time annually.
- All federal holidays observed.
- \$1,500 annual individual professional development stipend.
- Mileage reimbursement for work-related travel.
- Parental Leave.
- Bereavement Leave.

Primary Purpose of Position: At this time, PLAN only has one staff member, our [Executive Director, Rekha Nair](#), and is supported by a dedicated and engaged [Board of Directors](#). In 2022, we hope to grow to a team of three. We are currently looking for a committed and passionate individual to join us as a program and development coordinator. Because we are small, this staff member will have a large voice in the organization and ideally will also have an interest in growing with us. PLAN offers a generous annual individual professional development budget (\$1500) and intentional mentoring and supervision from our Executive Director to support with growth.

Staff wear many hats in our growing organization, but the primary purpose of this position is to support our programing and development in the following manners:

Programming

- Support PLAN staff with legal case work including but not limited to filling out legal application forms, developing client declarations, gathering client documents, and completing country conditions and social science research.
- Build community trust by participating in and regularly attending events/meetings of immigrant-led organizations.
- Support in developing and implementing PLAN's storytelling including but not limited to conducting interviews with community members and stakeholders, writing blogs and/or multimedia content, and growing PLAN's storytelling reach via social media and other platforms.

Development

- Manage PLAN website & social media
- Lead donor management including regular donor thank yous, donor communication and donor outreach
- Support the Executive Director in creating and disseminating quarterly and annual reports and/or newsletters
- Support the Executive Director with grant research and reporting
- Support with fundraising events

We welcome and encourage people of all experiences and backgrounds to apply, but because one of our values is centering immigrant voices, we will prioritize applicants who:

- Identify as immigrants, including but not limited to, DACAmented immigrants, formerly undocumented immigrants, immigrants with only work authorization, U.S. citizens in mixed status families, immigrants with status, individuals impacted by the immigration deportation machine, and first-generation immigrants; and/or
- Are involved in the local immigrant community.

Required Qualifications:

- Professional proficiency in English AND Spanish.¹
- Demonstrated commitment to immigrant justice and racial equity.
- Strong writing skills.
- Proven computer skills. Advanced understanding of basic office applications including Microsoft Word, Excel, Adobe Acrobat, and other similar applications.
- Excellent interpersonal communication skills.
- Ability to work cooperatively and as part of a team with codependent roles.
- Highly organized, detail-oriented problem-solver. Strong ability to meet deadlines.
- Exhibit high ethical standards and the ability to maintain confidentiality.
- Valid driver's license and reliable transportation.

Desired Qualifications (need not have all qualification to apply):

- Lived experience as an immigrant and/or the immigration system
- Involvement with immigrant-led organizations and/or movements locally (preferred) or nationally
- Prior experience managing websites
- Previous experience creating social media and email content for a nonprofit, immigrant-led organization, or other entity.
- Prior development experience including, but not limited to, donor engagement and retention using systems like Mail Chimp; donor management using databases like Humanitru; and grant reporting and management.

Application Process & Timeline:

This is an immediate opening. The position will remain open until we receive enough qualified applicants, but we encourage applicants to apply by March 18th as we hope to proceed on the following timeline:

- **March 18, 2022:** [Complete the position interest survey](#) (includes uploading resume).
- **Week of March 21, 2022:** 50-minute interview with PLAN hiring committee
- **Week of March 28, 2022:** Reference check
- **Week of April 4, 2022:** All interviewed applicants notified of decision.
- **Late April/Early May:** Start date (some flexibility available with start date, exact date to be determined with chosen candidate)

¹ A person with professional proficiency can speak at a normal speed in the language and has a fairly extensive vocabulary but may require help understanding subtle and nuanced phrasing.

Non-Discrimination Statement & Policy: The Phoenix Legal Action Network is enriched by the many experiences and perspectives of its board members, staff, volunteers, partner organizations, and other stakeholders. We are committed in policy, principle, and practice to maintaining a safe and welcoming environment for people with diverse identities, providing an equal opportunity for all persons, and prohibiting discriminatory behavior.

The Phoenix Legal Action Network prohibits discrimination in any of its activities or operations on the basis of race, color, religion, creed, sex or gender (including pregnancy, sexual harassment and other sexual misconduct), age, marital status, national or ethnic origin or ancestry, mental or physical disability, political belief or affiliation, veteran status, immigration status, sexual orientation, gender identity and/or expression (including transgender or non-binary identity), genetic information, and any other characteristic protected under applicable local, state, or federal law. These activities include, but are not limited to, hiring and firing of staff, selection of Board members, volunteers and partner organizations, and provision of services. Retaliation for reporting any such acts of discrimination is also prohibited.

Questions: Please do not hesitate to contact PLAN's Executive Director, Rekha Nair, at info@planphx.org.