



245 23rd Street, 2nd Floor • Brooklyn, New York 11215
(718) 965 - 4795 • mixteca.org

ADVOCATE

Overview

Mixteca Organization Inc. is a 501(C)3 organization founded in 2000 in Sunset Park, Brooklyn, which seeks to support sustainable livelihoods for Spanish-speaking and indigenous immigrant communities, regardless of status. Mixteca provides free and culturally-sensitive programming to respond to the host of critical health, educational, mental health and immigration needs for Spanish-speaking and indigenous families in Brooklyn and the broader NYC metropolitan area.

Job Summary

Mixteca is committed to preventing racial disparities to ensure the most vulnerable, marginalized, and highly impacted immigrant communities receive equitable health access, education, information, resources, and linkages. Working closely with our Coordinator, Mixteca seeks a dynamic, self-motivated candidate for the Advocate position. The Advocate will conduct community-based engagement and outreach, tailored case management support for emergent needs. This is a full time position, 35 hours/week, and will be based at Mixteca. The schedule will require flexible availability for weekday evenings and weekends, and will be expected to participate in community-based events/activities. This is an excellent opportunity to join a committed team supporting Spanish-speaking migrants and asylum seekers at a time when there is an unprecedented need for support.

Primary Duties and Responsibilities

- Work with the Community Coordinator and Leadership to identify relevant stakeholders, organizations, meeting places and other resources that facilitate community outreach and engagement.
- Plan, implement, and lead outreach and engagement opportunities.
- Provide 1-on-1 case management for emergent needs.
- Provide advocacy, direct services, and enrollment in benefits.
- Provide and/or facilitate coordination, logistics, and outreach materials during programming activities, community events, and outreach activities onsite and externally.
- Create visually and engaging culturally-tailored social media campaigns supporting our programming.
- Maintain diligent documentation and reporting of work and grants requirements through Salesforce, trackers, and other data-tracking systems both qualitative and quantitative.
- Participate in trainings and professional development opportunities
- Support with general administrative and operations needs, as necessary.



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Qualifications

- BA or BS, or equivalent work experience in community engagement, community organizing, or health access related fields.
- Highly developed and dynamic interpersonal skills with excellent verbal and written communication skills in both English and Spanish are required.
- Excellent communication, project management, and multi-tasking skills.
- Highly organized and with strong attention to detail.
- Self-starter, independent, flexible and a collaborative worker comfortable working in a team environment.
- Demonstrated success in serving hard-to-reach Latinx immigrant communities or willingness to learn.

To Apply:

Please send resume and cover letter to **info@mixteca.org**. Include "Advocate" on the subject line. **Position to be filled immediately;** interviews will be held on a rolling basis until fulfilled.

NOTE: Only those candidates under consideration will be contacted.

Salary: \$45,000 - \$47,000