

Position: Program Director

JOB DESCRIPTION

Position Overview

Green Card Voices (GCV) is a non-profit, mixed-media storytelling organization that tells the first-hand stories of immigrants in various forms (books, digital, live) in an effort to build context and bridges in communities. We utilize digital, print, photographic, and in-person storytelling to share personal narratives of America's immigrants, fostering tolerance and establishing a better understanding between the immigrant and nonimmigrant populations. Our dynamic, video-based platform, published books, traveling exhibits, and storytelling events are designed to empower a variety of educational institutions, community groups and individuals to acquire first-person perspective about immigrants' lives, increasing awareness and understanding of the immigrant experience in America. GCV was founded on the premise that narratives about new immigrants should be communicated in a manner true to the story of each immigrant. By acting as a counterweight to the negative rhetoric and prevailing stereotypes about the current wave of immigration, GCV seeks to build bridges and foster constructive dialogue between immigrants, non-immigrants, and advocates across the United States.

We are looking for a creative, high-energy, and positive individual to co-lead with the *Executive Director* and *Finance and Operations Director* (Co-leaders), and meet the organization's fast-growing needs.

Main Responsibilities:

1) Board Governance

- Report updates to the Executive Director prior to Pre-Board meeting, attend all Board and developmental committee meetings.
- Responsible for co-leading in a collaborative manner that supports and guides the organization's mission as defined by the Board of Directors and Co-leaders' *Principles Document*.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2) Programming

- Work with a co-leadership team, including the Executive Director and Finance and Operations Director to support overall organization needs.
- Supervise Program Associate and any other Program related consultants, Public Ally/Americorps, interns and volunteers.
- Manage book production process, while working closely with book distributor Ingram/Consortium, from conception to production, publishing and promotion (including creating and monitoring timelines, meetings, drafting and editing content).
- Enhance Green Card Voices' digital marketing through all social platforms
- Build and maintain relationships with immigrant storytellers/authors (including communication, scheduling, and handling logistics for speaking event/book readings/book promotion events).
- Build and maintain relationships with programming partners, bookstores, libraries, and schools to distribute/promote books and other products and programming.
- Communication and Writing: write E-Newsletter, and any other relevant marketing documents, including Press Release (PR), write and edit website content, and other written materials related for the organization.
- Attend conferences, festivals, and tabling events as needed

3) Finances and Fundraising:

- Grant Writing and Reporting.
- Assist with the annual online fundraising campaign (Give to the Max, Giving Tuesday) and other awareness and funding campaigns.

4) Other responsibilities:

- Research efforts (including literature reviews, data analysis, internet searches, etc.) to support the organization's needs.
- Advance the organization's commitment to justice, equity and shared prosperity and foster a culture of teamwork, curiosity, innovation, and excellence.

Qualifications:

- University degree in a related subject
- Minimum 2 years of experience in a related field
- Excellent writing skills and strong work ethic, knowledge of immigration issues a plus
- Detail oriented and creative; self-starter and can work under minimum supervision
- Knowledge of programs such as Excel, PowerPoint a plus
- Excellent organizational skills, ability to communicate effectively with program staff and potential partners, and donors, an ability to work in a team as well as independently.
- Grant writing experience desired, but not required

COMPENSATION

Full-time, 50K/year, health care stipend/month, PTO, 3% retirement fund match, complimentary parking included.

CONTACT

Interested parties are encouraged to apply by sending a resume and cover letter to Interested parties are encouraged to apply by sending a resume and cover letter to sylvie@greencardvoices.org

TIMELINE

Open until filled; review begins Jan, Feb 2021 (start date Spring 2021).