

## **CATA, The Farmworkers' Support Committee, seeks a part-time Communications Coordinator:**

CATA (El Comité de Apoyo a los Trabajadores Agrícolas / The Farmworkers' Support Committee) seeks a Part-Time Communications Coordinator (average of 20 hours/week).

This position will work closely with CATA's lead organizers and CATA members to advance CATA's mission of working for better working and living conditions for all immigrants. CATA is a migrant farmworker organization that is governed by and comprised of farmworkers who are actively engaged in the struggle for better working and living conditions. The mission of CATA is to educate workers about their rights and support them as they develop and exercise leadership skills in order to create a better life for themselves and their communities.

### **Responsibilities**

Specific job responsibilities include the following:

- Create, edit, layout, and publish content for a monthly Spanish-language newsletter for CATA's membership
- Create, edit, layout, and publish content for an English-language newsletter 2-3x/year for allies and supporters
- Create action alerts and other announcements, and share to CATA's listserv, on CATA's Facebook page, and on other social media
- Create and maintain relationships with local media contacts
- Create and disseminate press releases, and coordinate press coverage of CATA events and campaigns
- Document and publicize CATA activities and campaigns via print, photo, and audio/visual mediums
- Maintain the organization's website, updating regularly with news and events
- Support CATA's fundraising efforts and campaigns

### **Qualifications**

- Bilingual (Spanish/English) required
- Previous experience in communications work for a nonprofit organization.
- Previous experience maintaining / developing WordPress websites.
- Highly developed written and verbal communication skills.
- Commitment to CATA's mission of worker justice. Previous experience with low-wage workers and with communities of color is preferred.
- Competent working knowledge of computer technologies, including a command of Microsoft word processing, excel, power point, and publisher, the internet, and basic social networking sites.
- Ability to work collaboratively with staff and members to coordinate messaging and campaigns.
- Previous experience in fundraising through solicitation of individual donations helpful.

**Location:** The Communications Coordinator position will be based in Glassboro, New Jersey with remote work available.

**Details:** Pay is hourly, \$15-\$20/hour depending on previous experience, and includes paid vacation time, paid sick time, personal time and some holidays. Some evening and weekend work is required. Position is currently funded through the middle of 2021, with plans to extend if funding allows.

**CATA is a human rights organization and is dedicated to policies to promote the hiring of people of color and women.**

**To apply, by July 17, 2020, please send a cover letter detailing your interest in the position and a resume with two references to:**

**CATA  
P.O. Box 510  
Glassboro, NJ 08028  
[iculley@cata-farmworkers.org](mailto:iculley@cata-farmworkers.org)**

**Call 856-881-2507 for more information.**