

Job Description: Outreach Coordinator (Paralegal) – Migrant Farm Worker Division (MFWD)

NATURE OF WORK Based in Denver, CLS' MFWD provides free civil legal assistance to low-income agricultural workers throughout Colorado. Outreach and community education programming informs farm workers about their legal rights, how they can exercise those rights, and the services MFWD provides through printed materials, online resources, other media (print and radio), interactive presentations at places where farmworkers gather, evening visits to workers in labor camps, and relationships with other farm worker service providers and agencies. The outreach coordinator will be responsible for these efforts, with the participation of attorneys and paralegals as needed.

- DUTIES AND RESPONSIBILITIES**
- Develop and maintain working relationships statewide with organizations serving farm workers, such as promotoras, churches, community groups, and migrant education and health programs;
 - Find sites for presentations and outreach and develop new training modules on issues related to MFWD's priorities for farm worker education;
 - Train volunteers and interns to provide effective community education;
 - Supervise interns or volunteers who assist with community education;
 - Develop and implement mass media community education about farm workers' rights;
 - Participate in or lead a share of camp visits and presentations;
 - Develop and maintain knowledge of software such as Canva, Microsoft Access, Photoshop, other online design tools, and GPS mapping software; and
 - Perform other tasks assigned by Managing Attorney.

The Outreach Coordinator will have some flexibility in their schedule, which will vary seasonally, but should expect to work up to two evenings per week at least half of the year. They will frequently be conducting independent outreach outside of the Denver area, so must also have a valid driver's license and access to vehicle. Occasional overnight travel and weekend work required.

QUALIFICATIONS Must be fluent in Spanish and English. Requires excellent organizational, interpersonal, and writing skills, attention to detail, and ability to independently manage multiple tasks and deadlines in a fast-paced environment. Experience working with agricultural workers or other low-income workers, experience with popular education, theater or radio programming, especially for low-literacy adults, and experience with website design strongly preferred.