



## ***Immigration Program Manager***

*Progressive Leadership Alliance of Nevada/PLAN Action Las Vegas, Nevada*

### *Organization Overview*

The Progressive Leadership Alliance of Nevada (PLAN) was founded in 1994 by local activists to build a more fair and just Nevada that puts people and planet first. We organize with front-line communities and directly impacted leaders to fight for policy change and community investments that improve people's lives. Since 1994, our organization has grown from 12 original founding member groups to a current membership of more than 30 groups. PLAN is recognized by the IRS as a not for profit 501c3 charitable organization.

PLAN Action Fund was founded in 2012 as the political, 501c4, arm of PLAN. PLAN Action seeks to transform progressive ideas into policy through rapid response communications, legislative action, grassroots organizing, policy advocacy, electoral organizing, and partnerships with other progressive leaders and organizations in Nevada.

### *Position Overview*

PLAN/PLAN Action's Immigration Program Manager

PLAN Program Managers will assist with the implementation and operationalization of PLAN and PLAN's organizing goals as they pertain to a specific program, to advance our campaign work toward building an anti-racist and equitable society at all levels of government (local, State, and federal). The position requires significant experience with organizing, analysis, and strategic organizing advocacy campaigns, the ability to develop intersectional strategy, build and maintain healthy coalitions, and a commitment to antiracism, gender, and social justice. This position requires an ability to build relationships with PLAN member groups, strategic partners, organizers, and leaders with integrity and humility, forecast and plan multiple projects several months in advance, attention to detail as well as big picture political analysis, and consistent communication. Program Managers will work closely together to develop and implement an integrated power-building strategy for systemic change through organizing interventions that are accountable to and aligned with grassroots organizing. The Programs Manager will report to the Organizing Director

### *Primary Functions*

The Immigration Program Manager primary functions as listed below:

The Immigration Program Manager will oversee our immigrant rights team. They will help develop and drive strategic programmatic goals that help advance the rights and protections of undocumented immigrants, refugees, and all immigrant families living in Nevada. This will require implementing and leading campaigns that stop deportations, win a pathway to citizenship and support the upward economic mobility of immigrant communities while also supporting the organizational leadership development of PLANistas.

You will work closely with the Organizing Director, Immigration and Direct Service Director, Program Managers from other issue areas, and support immigrant rights organizers to identify and drive strategic objectives that move PLAN / PLAN Action's long-term mission forward.

This will require you to build and strengthen relationships with key stakeholders, leverage political power to advance organizational goals and support the leadership development of the immigrant rights team and core PLANista leaders.

This role is also responsible for using and ensuring the immigrant rights team is actively using PLAN tools to foster transparent and consistent communication, avoid tasks falling through the cracks, and hold the team accountable to multi-stream workflows.

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### Qualifications

The ideal candidate will possess many, if not all, of the following qualifications:

- A strong commitment to racial equity and social justice. Shows enthusiasm for meeting and engaging with people around immigrant rights issues and leadership development through a culturally competent lens, especially with the communities PLAN / PLAN Action serves
- You have a track record of accomplishing ambitious goals even with obstacles because you anticipate hurdles and plan accordingly. You ensure your plans involve appropriate stakeholders and the input of those directly impacted.
- You have experience managing multiple projects while maintaining a flow of communication and ensuring tasks don't fall through the cracks.
- Helps others grow by using coaching, training, and feedback to develop their leadership skills and support problem-solving. Sees mistakes as learning opportunities and seeks and engages well with feedback
- Quickly grasps the subtleties of complex issues and identifies challenges by coming up with insightful, pragmatic, equitable, and sustainable ways to

tackle common challenges and produce positive change. This includes having a successful track record of taking a concept from idea to implementation

- You recognize the role of race, income, age, immigration status, and other identities in shaping race and gender disparities, and you consistently amplify community voices to advocate for more equitable policy solutions.
- You have strong communication and problem-solving skills that allow you to work independently and within a team setting cohesively.
- Willingness and aptitude for learning new technical skills
- Strong interpersonal communication skills in person, on the phone, and writing.
- While not required, working knowledge of the following systems PLAN uses such as Slack, Asana, Microsoft Word, Excel, PowerPoint, Google Suite, and VAN are a plus

Term of Employment: This is a full-time, permanent position. The job can be done remotely but will require regular in-person meetings

Compensation: \$46,000-\$55,000 (negotiable). PLAN/PLAN Action provides health care benefits including dental and vision; 13 state and federal paid holidays and two additional floating holidays; as well as generous paid time off

Location: Nevada

Reports To: Organizing Director

Location: Nevada

Reports To: PLAN Organizing Director

[To Apply:](#)

- Send your resume, and salary requirements to: [ecastro@planevada.org](mailto:ecastro@planevada.org) & [mbrowne@planevada.org](mailto:mbrowne@planevada.org)
- Include in the body of your email why you feel you would be a good fit for the position and how your experience matches the job description if it is not apparent in your resume
- To ensure your submission is properly routed, use the subject line “PLAN Immigration Program Manager”
- Resumes will be accepted until the position is filled

- No calls, please.

*The Progressive Leadership Alliance of Nevada is an equal opportunity employer. Qualified individuals are encouraged to apply without regard to race, color, religion, gender, gender identity or expression, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status, or any other protected characteristic as established under law.*