



**OC Rapid Response Coordinator
JOB POSTING**

Job Title: Orange County Rapid Response Coordinator

Supervisor: Director of Community Engagement

FLSA Status: [Non-Exempt]

Pay Class: Part-Time [20 hours]

Location: Resilience Orange County Office (1415 E. 17th. St. Suite 100B, Santa Ana, CA 92705)

Summary:

The Orange County Rapid Response Network (OCRRN) is a unique coalition of service providers, community organizations, law school clinic, attorneys, and community volunteers who are committed to respond collaboratively and in a community-driven way to increased immigration enforcement affecting Orange County. The Network brings together diverse members from civil rights, immigrants' rights, labor, faith-based, and community organizations across Orange County and includes the following groups: Resilience Orange County, ACLU of Southern California, UC Irvine Immigrant Rights Clinic, Public Law Center, Clergy & Laity United for Economic Justice Orange County, Haitian Bridge Alliance, LGBT Center of Orange County, and community members. In the past year we have partnered or co-presented with Freedom for Immigrants, Friends of Orange County Detainees, World Relief, Chispa, the Children's Partnership, Latino Health Access, Mission Hospital & the Family Resource Center, the Coalition of OC Community Health Centers, Oakview Comunidad, and the National Day Laborer Organizing Network (NDLON).

The primary duties of the OCRRN Coordinator will consist of connecting and streamlining communication and coordination between OCRRN member and non-member organizations and legal service providers, first responders, and community members and resources.

Focus Area(s): First Responders & Rapid Response, Coordination, Administrative Duties, Scheduling & Logistics, Collaborative Capacity, Responding to Immigration Enforcement and Detention

Duties and Responsibilities: The main categories consist of the following; other duties may be assigned:

OCRRN Steering Committee (15%)	<ul style="list-style-type: none"> ● Coordinate and Attend Quarterly OCRRN Steering Committee Meetings ● Take notes and Send out to respective partners
OCRRN Sub Committees (35%)	<ul style="list-style-type: none"> ● Coordinate and Attend OCRRN Sub Committees Meetings including <i>Outreach & Education; Policy & Strategic Communications</i> ● Coordinate note-taking among attending partners and Send out notes to respective partners ● Track the progress of 2020 Sub Committees Goals

	<ul style="list-style-type: none"> ○ Outreach & Education: 1,000 outreach contracts between South, North, and Central Orange County ○ Policy & Strategic Communications: Identifying 2-3 campaign cases for advocacy, policy change or community base building, 2020 Truth Act Forum ● Track monthly expense reports from each Sub Committee. Connect with the lead of each Sub Committee to gather necessary information.
First Responders Network (20%)	<ul style="list-style-type: none"> ● Coordinate and Attend Bi-Weekly First Responders Network Meeting ● Assist in note-taking and tracking progress of planned events (fundraisers, pop-up events, etc.) ● Assist in printing material (flyers, brochures, etc.)
Participatory Defense Space (20%)	<ul style="list-style-type: none"> ● Attend Bi-Weekly Participatory Defense Meetings ● Assist First Responders to coordinate logistical case support (ICE Check-ins, Criminal & Immigration Court, etc.) <ul style="list-style-type: none"> ○ Parking Reimbursements, Travel Stipends
Coalition Building (10%)	<ul style="list-style-type: none"> ● Attend Quarterly OC Removal Defense Warriors Meetings ● Actively Participate on the Santa Ana Sanctuary City Advisory Board ● Provide Feedback on cases arising from the OC Rapid Response Networking including trends and recent enforcement actions in Orange County <ul style="list-style-type: none"> ○ Connect with OCRRN Hotline Coordinator & Participatory Defense Space ● Outreach to potential partners to join the OCRRN

Supervisory Responsibilities: The OC Rapid Response Coordinator has no hiring or firing authority, although the person filling this position may train new staff members on certain facets of their job duties and may monitor the work of certain staff members to ensure the quality of products and services delivered to clients.

Confidential Information: Employees holding this position will have access to client financial data and proprietary program design and intellectual property and, therefore, they must pay particular attention to the Client Confidentiality section of the company’s Employee Handbook.



Physical Demands: While performing the duties of this job, the employee is regularly required to sit, speak, hear, stand, and walk. The employee is frequently required to use hands to keyboard. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Work Environment: The noise level in the work environment is usually moderate. While performing the duties of this position, the employee is occasionally exposed to outside weather conditions when driving to and from meetings. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applications: Please submit resume and cover letter to info@resilienceoc.org.