Monument Relief Fund Project Manager
Job Description

*(this is a temporary position currently expected to last at least three months)*

**Monument Relief Fund**
In March, when Governor Newsom declared a state of emergency in response to COVID-19 and issued a shelter-in-place order, Monument Impact closed its two Concord-based sites and program staff worked to deliver services in new ways. The organization quickly pivoted to address what has become a tremendous economic disaster for undocumented immigrants. In coalition with many allies, we successfully advocated for eviction moratoriums and rent freezes in several cities and at the County level. On April 3, we launched our Monument Relief Fund with a modest goal of raising $60,000. We exceeded the goal in less than two weeks and, to date, have raised over $265,000. Our goal is to keep growing the fund to provide financial assistance to our undocumented community during the immediate crisis and into recovery. We now are looking for a Project Manager to oversee the day-to-day operations of the Fund.

**About Monument Impact**
Since 2001, Monument Impact has worked with immigrants in Concord and East Contra Costa County to address immigrants’ barriers to economic advancement. Our mission is to ensure that immigrants, refugees and low-income residents in Concord and surrounding communities have the voice, tools and relationships for an equitable share of the social and economic wealth in our region. To meet our mission, we integrate our direct services in workforce development, healthy community, and immigration services with community engagement and organizing.

**About the Position**
Monument Impact is looking for a Bilingual, Spanish-English, speaking professional to manage our Monument Relief Fund providing direct cash assistance to immigrants who are unable to access government aid during the Covid-19 crisis. This Project Manager position is a temporary, full-time role that includes a variety of duties related to determining and documenting eligibility for direct cash assistance and requires significant poise and empathy. Based on funding, the position may be extended beyond August.

Job duties include, but are not limited to:

- Tracking all applicants from point of application to disbursement of financial aid
- Maintaining accurate records for all case files
- Managing 5-10 volunteers and oversee screening process
- Working with local partner organizations for referrals to the fund and train their staff on vetting applicants
• Ensuring the privacy and security of all data captured during the application and screening process

Required skills and aptitudes:
• Fully bilingual in English and Spanish (written and spoken)
• Technologically savvy; well versed in MS Excel, database management and able to adopt new technology quickly
• An understanding of the systemic inequities that are disproportionately impacting immigrants during the Covid-19 crisis and empathy towards those who are impacted
• Able to manage volunteers with compassion and understanding.; can train others in information newly obtained
• Can ramp up quickly and operate independently
• Demonstrated ability to track program and campaign outcomes and data
• Is collaborative
• Has a BA or at least three years of demonstrable project management experience

This position reports to the Program Director.

Salary and Benefits
This is a temporary, non-exempt position. Salary is commensurate with experience. All employment at Monument Impact is ‘at-will’ and dependent on funding.

Application Process and Deadline
Qualified applicants should submit a resume, cover letter detailing your interest in this position, and three references to dave@monumentimpact.org with the Subject Line: Relief Fund Project Manager. We will be setting up interviews on a rolling basis. **This position is open immediately.**

*Monument Impact is an Equal Opportunity Employer; women, people of color and LGBTQ people are strongly encouraged to apply.*