

**Job Title:** Community Engagement and Advocacy Specialist

**Department:** Community Engagement - specifically Pro-Palestinian advocacy response

**Reports To:** Executive Director

**Office:** The office is remote but employees are in the community as much as 3x per week or as needed.

**Summary:**

The Community Engagement and Advocacy Specialist will play a critical role on existing team in providing services and appropriate referrals to students in the K-12 and college university levels and other community members who are experiencing difficulty or need guidance in their ability to engage in pro-Palestinian activism. This position is distinct from our youth coordinator in that it reaches the college and university levels, and other adults and it is specific to the issues surrounding the response to Palestinian advocacy.

**Responsibilities:**

Engaging the vast network of the Massachusetts Muslim community and its allies, along with the network of national chapters, CAIR headquarters and the CAIR-MA team, the candidate will:

- Collaborate, coordinate and respond to requests for know-your-rights education, public talks, and any other educational needs related to Palestinian advocacy.
- Take ownership of promoting action alerts and petitions that benefit Massachusetts residents.
- Collaborate, coordinate and assure CAIR-MA staff's attendance at vigils and protests, demonstrations initiated by community members and/ or CAIR-MA.
- Conduct intakes for, K-12 and college and university students, and others who need help or support with pro-Palestinian activism or the creation of/support for local MSA / MSO chapters or other allied groups on school campuses.
- Refer students who are being disciplined due to their Pro-Palestinian activism to the legal department.
- Refer students and others who are being doxxed or otherwise harassed to already-identified partners and/or legal department.
- Follow up with all students and all referrals that are made.
- Appropriately connect and introduce individuals to each other, who may be working on common causes, and can benefit from such introductions. including holding in person community building events.
- Create graphics and promotion for CAIR-MA's work on these initiatives.
- Accompany the Executive Director or other staff members to in-person outreach events, as appropriate.
- Organize, schedule, and promote educational opportunities for the community using staff members and other community resources.
- Track and create a strategy to meet advocacy needs related to local or federal policy threats or opportunities (*examples include ceasefire resolutions and the right to freely state policy and political opinions.*)
- Meet regularly with donors, supporters and other community members to discuss the work and its progress/ impact.

**Qualifications:**

- Must have an understanding and appreciation of the Muslim community, a history of working with Muslims, and an understanding of basic cultural and religious practices
- Bachelor's degree in a relevant field, such as social work, public policy, or Middle Eastern studies.
- Minimum of 3 years of experience working with students in the K-12 and college

university levels.

- Strong understanding of Palestinian & Muslim advocacy and the challenges faced by activists.
- Excellent communication and interpersonal skills.
- Proficient in graphic design and social media.
- Strong organizational and time management skills.
- Ability to work independently and as part of a team.
- Must have a working motor vehicle and be able to travel throughout the state.

**Preferred qualifications:** bilingual (written and spoken) in Arabic and English.

**Benefits:**

- Competitive salary and benefits package.
- Opportunity to make a real difference in the lives of students.
- Be part of a dynamic and growing organization.
- Mileage reimbursement

**To Apply:**

Please submit your resume and cover letter to [info@ma.cair.com](mailto:info@ma.cair.com)

Please note: this position is a special nine month project funded by community donations in the aftermath of surge in violence in Palestine and the impact on American Muslims. Employment related issues such as discipline, termination, and retaliation will continue to be handled by our legal department.

At the conclusion of nine months, the successful candidate and CAIR-MA will evaluate the continued need for this position, and may consider extending the contract. This is an at-will employment opportunity.

**Success is measured by the number of people served, the satisfaction of the community members served, the level of visibility and contact the organization has in the community, and rate of providing direct and accurate referrals for people in need.**