JOB POSTING: Border Awareness Experience (BAE) Manager

The Women’s Intercultural Center is seeking a Border Awareness Experience (BAE) Manager to facilitate weeklong educational immersion programs focusing on the US/Mexico border specifically out of Anthony, NM, but with frequent travel and collaboration in nearby El Paso, TX, and Ciudad Juarez, Mexico. Specific responsibilities include but are not limited to: group facilitation, driving a 15-passenger van in El Paso and/or Juarez, educating participants about the Border Region, and working with staff to provide logistics for the group including meals and housing. Salary range is $15,000-25,000 plus health benefits commensurate with experience.

The mission of the Center is to create “a place where women of the Mesilla Valley learn and work together to develop their social, spiritual, economic and political potential.” To meet the mission, the Center offers a variety of basic and creative classes such as English as a Second Language, nutritional cooking, carpentry, healing arts, and visual arts. The Center is also developing opportunities for women to earn an income through employment skills training, business planning, and specific enterprises. Together with the consciousness-raising activities, specifically the Border Awareness Experience (BAE), the Center has helped build stronger communities by educating women.

For eleven years, the Center has hosted BAE groups from colleges to faith communities from around the U.S. for an educational border immersion experience. This provides an opportunity to learn about and explore issues such as: border and immigration, human rights, globalization, and issue-related impacts on women. The BAE Manager coordinates program activities, produces program reports, and networks with other related organizations and individuals.

The successful candidate must have a Bachelor’s degree or diploma with experience, demonstrated commitment to women and social justice issues prevalent on the US/Mexico Border, fluency in Spanish and English, flexible schedule (ability to work some evenings and/or weekends), experience in group facilitation with a variety of ages, and interest in working collaboratively to carry out the mission and vision of the Center.

Interested candidates are asked to send their resume, references, and a cover by July 8, 2005 to:

Women’s Intercultural Center
P.O. Box 2411
Anthony, New Mexico 88021
Attn: Kirstin Maanum or Yolanda Archuletta
OR Via E-mail to yolandaa@zianet.com
Job Title: Border Awareness Experience (BAE) Manager

Salary/Wage Range: $15,000-25,000 annually

Expected Hours: 40 hours per week (FTE)

Accountable to: Program Director

Overall Responsibilities:
The BAE Manager has responsibility for marketing, operating and leading the Border Awareness Experience programs with a focus on providing a quality experience for the participants and the hosts. In addition, the manager has responsibility for planning and strategizing how to increase the BAE revenue/net income stream for the organization. This position includes some flexible hours to be directed by the Program Director in areas of outreach, publicity, and planning consciousness raising programs and events. This position is a flextime equivalent that will require some weekends and evenings.

Duties and Responsibilities:
1. Maintains the philosophical orientation of the BAE by focusing on quality content including but not limited to:
   - Social analysis of systemic poverty,
   - Linkage between regional issues and global issues,
   - U.S. immigration policy and how it ties into global economic policy,
   - Local impacts of the Border and certain policies on women,
   - Spirituality and importance of the U.S./Mexico border how that relates to the rest of the world.
2. Serves as the operations manager for the BAE including full oversight of the following:
   - Designing the participant experience including the coordination of the presenters, agencies and the host families.
   - Initiating and maintaining relationships with collaborating agencies and host families.
   - Communicating with the groups prior to their arrival.
   - Coordinating the scheduling of the groups.
   - Overseeing the logistics of managing the group experience.
   - Working with the Financial Director on financial requests.
   - Maintaining the van and other necessary equipment in excellent condition.
   - Coordinating and engaging the staff and Center participants in their involvement with the program.
   - Developing links of action between the Center and BAE participants.
3. Developing the publicity and marketing of the program including looking for niche groups and developing brochures/marketing pieces and advertising.
4. Serves as the leader of the program and the groups which includes:
   - Troubleshooting
   - Group facilitation
• Briefings and de-briefings, including reflections.
• Traveling with groups.
• Promoting hospitality both to and from the groups.
5. Administers both pre and post evaluations for participants which assess the design of the program, the impact on the BAE the participants, and their impact in their home communities upon return
6. Works with the Executive Director in developing grant proposals for the expansion of the BAE.
7. Plans future expansion of the program with a business plan and budget.
8. Manages the Logistics Coordinator and any other personnel associated with the program.
9. Oversees the BAE program budget (revenue, expense, net income, capital expenditures).
10. Manages any grants specific to the BAE program.
11. Works with Program Team to develop consciousness-raising programs for center participants and the greater community.
12. May perform other duties that fall within the scope and parameters of the job as required.

**Qualifications/Education:**
B.A. or HS Diploma and equivalent experience
Fluent in Spanish and English

**Experience/Skills:**
• Engaged with and has a good understanding of US/Mexico Border issues, border history, economic policies, immigration policies/issues, and women’s issues.
• Familiarity with El Paso and Juarez and the surrounding border region and is comfortable with driving in Juarez.
• Experience or ability to translate from Spanish to English/English to Spanish.
• Exceptional organizational and administrative skills.
• Excellent communication and interpersonal skills.
• Has experience facilitating group processes.
• Demonstrates extraordinary flexibility and problem solving skills in difficult situations.
• Has experience in budgeting, business plans, research and marketing.
• Has demonstrated an affinity for the issues that are prevalent among the women of the border region including poverty, domestic abuse and the immigrant experience.
• Committed to the vision, mission and values of the Women’s Intercultural Center and has a willingness to work in a collaborative team model.