**Scope of Position:**
Under the supervision of the Education Director, Program Organizers plan, lead, and do follow-up for delegations along the US/Mexico border. They serve a wide range of constituents, including members of congregations, seminarians, community activists, university and high school students, and others. Typically, trips range in duration from one day to two weeks.

**Job Responsibilities**
Responsibilities are performed per trip or as needed. Other duties may be assigned.

* 1. Program Organizers are responsible for carrying out all of the following trip design and delivery functions:
		+ Create trip schedule and book visits
		+ Manage trip-related finances: create budget, deliver payments, reconcile expenses
		+ Prepare reflection materials, facilitate discussions and guide group activities
		+ Communicate with community contacts, participant group leaders, and trip co-leaders via e-mail, phone, and personal contact.
		+ Drive a 15 passenger van in the U.S. and Mexico
		+ Interpret/translate presentations, conversations, and group discussions from Spanish to English and English to Spanish
		+ Function as an informal resource on local border information as well as globalization issues
		+ Remain attentive to and conscious of trip participants' needs (safety/health concerns and emotional responses to the experience)
	2. Other responsibilities:
		+ Explore opportunities for future trip contacts.
		+ Build and maintain positive relationships with community partners (organizations and individuals who meet with delegations)
		+ Maintain and encourage ongoing post-trip contact, involvement, and support for participants.
		+ Assist with routine office duties and attend staff, bi-national, committee, Board, and other meetings.
		+ Contribute to evaluation of programs and design of new curricula.
		+ On-call as needed.
	3. Assist with fundraising and outreach activities as requested.
	4. Other duties as requested.

**Work Environment/Dynamics**
Program Organizers work in the Tucson office as well as in both U.S. and Mexican border communities. The work load changes regularly, based on the number of trips per month, and will include occasional nights and weekends. The scope of this job can be unpredictable and requires a capacity to cope with change and stress.

**Qualifications:**

* 1. BA in Latin American Studies, the social sciences, humanities, or related field, or equivalent education and experience.
	2. Spanish language fluency required; ability or desire to learn to interpret/translate during trip visits.
	3. Demonstrated ability to live and work in a multi-cultural, multi-ethnic, ecumenical environment.
	4. Positive attitude and good people skills.
	5. Excellent oral and written communication skills.
	6. Strong commitment to the mission and goals of BorderLinks.
	7. Must be:
		+ Flexible, organized and able to multi-task;
		+ Able to analyze and present data clearly and accurately;
		+ Able to work collaboratively with colleagues;
		+ Available to travel within the U.S. and to Mexico and must possess a valid driver's license and U.S. passport;
		+ Able to lift 20 pounds and walk approximately 5 miles a day.