

Farmworker Advocacy Network (FAN) Manager

(Bilingual - Spanish/English)

Position Type: Part-Time (~25 hours/week)

Reports To: FAN Steering Committee

Location: Remote within NC (Occasional statewide travel, mostly central and eastern NC)

Compensation: salaried \$40,000-46,000, with holidays and PTO

About FAN

The Farmworker Advocacy Network (FAN) is a statewide coalition dedicated to advancing the health, safety, dignity, and rights of farmworkers across North Carolina.

Since 2003, FAN has brought together organizations working in health care, legal services, labor rights, education, community organizing, and public policy to improve the lives of farmworkers and their families. Through collective advocacy, education, relationship building, and coordinated action, FAN works to influence policies, strengthen partnerships, respond to emerging issues, and elevate the voices of farmworker communities.

This is a key moment for farmworker advocacy. With a newly rebuilt Steering Committee, FAN is seeking an experienced and highly-organized professional who is passionate about coalition building and community-centered advocacy.

Position Summary

The Farmworker Advocacy Network (FAN) Manager serves as the primary staff lead for FAN and is responsible for coordinating the coalition's statewide efforts. Working closely with the FAN Steering Committee, this position provides strategic leadership, strengthens partnerships, supports advocacy initiatives, and facilitates communication among members and committees to ensure coalition priorities move seamlessly from planning to action.

The network manager will coordinate coalition operations, convene meetings and co-coordinate events, monitor policy developments affecting farmworkers, support the coalition's advocacy campaigns, and cultivate relationships with allies, partners, agencies, and policymakers. The ideal candidate is a highly organized, collaborative leader who thrives in relationship-based work, excels at managing multiple projects, and is deeply committed to advancing justice for farmworkers.

Essential Responsibilities

Coalition Operations & Leadership

- Coordinate day-to-day operations and organizational systems for the Farmworker Advocacy Network.
- Serve as the primary liaison between coalition members, working groups, the Steering Committee, and external partners.

- Facilitate collaboration, open communication, and support shared decision-making among coalition members.
- Develop agendas, prepare materials, document action items, and ensure timely follow-up for meetings.
- Maintain coalition databases, membership records, and administrative files.
- Coordinate the implementation of FAN's strategic priorities.

Community Engagement & Partnership Development

- Build and maintain strong, trusted relationships with coalition members, allies, agencies, and community partners across North Carolina.
- Recruit, onboard, and actively engage new member organizations.
- Represent FAN (or support members in representing FAN) at statewide meetings, conferences, trainings, and community events.
- Foster collaborative initiatives and peer-learning opportunities that amplify collective impact.

Advocacy, Policy & Education

- Support advocacy campaigns, coalition actions, and stakeholder/decision-maker engagement alongside FAN working groups.
- Assist members in monitoring local, state, and federal policy developments affecting farmworkers, labor rights, public health, environmental justice, and immigrant communities.
- Keep coalition members informed of policy changes, emerging issues, and advocacy opportunities.
- Assist in drafting policy briefs, fact sheets, testimony collection, sign-on letters, and other advocacy resources.
- Coordinate educational webinars, workshops, and trainings for coalition members and community partners alongside FAN working groups.

Event Planning & Project Management

- Coordinate the annual North Carolina Farmworker Institute & Networking event.
- Manage event logistics including registration, speaker outreach, material prep, and post-event follow-up.
- Organize quarterly coalition meetings (including at least one in-person meeting per year).
- Track project timelines to ensure coalition initiatives remain on schedule.

Communications & Grant Support

- Lead member engagement communications, providing timely updates and announcements.
- Manage digital channels, including website content updates and social media communications.
- Assist with public messaging, media requests, and communication strategies.
- Track deliverables, assist with reporting, and support grant implementation.
- Monitor project budgets in collaboration with FAN's fiscal sponsor.

Qualifications

Required

- **Language Proficiency:** Fluency in both English and Spanish.
- **Field Experience:** Experience working with farmworker communities, immigrant communities, or rural populations.

- **Professional Background:** 3+ years of experience in coalition building, community organizing, advocacy, public health, or public policy.
- **Skills:** Strong project management, organization, writing, and verbal communication abilities.
- **Facilitation:** Proven track record of facilitating meetings and collaborating across diverse organizations.
- **Tech Literacy:** Proficiency with Microsoft Office, Google Workspace, and virtual meeting platforms.
- **Travel:** Willingness to travel throughout North Carolina, including occasional evenings and weekends.

Preferred

- Experience working in a coalition.
- Bachelor's degree or equivalent professional experience.
- Some knowledge of North Carolina state and federal policy processes.
- Background in coordinating grassroots advocacy campaigns.
- Experience with grant management, tracking, or reporting.

Core Competencies

- Strategic Coordination & Collaboration
- Group Facilitation & Consensus Building
- Advocacy & Public Speaking
- Project & Time Management
- Relationship Building & Cultural Competence
- Problem-Solving & Adaptability

How to Apply: Email FAN (fan@nccouncilofchurches.org) using subject line "FAN Manager" including your resume, a cover letter of no more than 2 pages describing your experience and interest in coalition management and farmworker advocacy, and contact information for 3 references.

Please apply by: September 28, 2026