



JOB TITLE: Community Organizer (I)

SALARY RANGE: \$58,500-\$62,500

REPORTS TO: Associate Director of Community Organizing

JOB LEVEL: Entry/Intermediate

CLASSIFICATION: Non-Exempt

MISSION STATEMENT: To help transform the social and economic conditions in South Los Angeles that foster addiction, crime, violence, and poverty by building a community institution capable of involving thousands in creating, influencing, and changing public policy.

ORGANIZATION OVERVIEW: Community Coalition (CoCo) is a non-profit social justice organization founded by now-Mayor Karen Bass that works to address social and economic conditions in South LA by providing a platform for everyday residents to fight for policy solutions that build up the community. Since 1990, CoCo has built a groundbreaking, community-driven approach to creating change. We elevate our members' voices, shift power to the community, and tackle the root causes of poverty, crime, and violence. CoCo's projects and victories include, among others:

- Leading efforts to improve the built environment for healthier community outcomes that center current residents, such as the following, among others:
 - Ensuring community voice in local development efforts
 - Advancing campaigns and partnerships to promote park equity and transform land into community assets
 - Stopping the expansion, and curbing the overconcentration of liquor stores in South LA
- Innovating and implementing violence prevention programs and strategies
- Leading child welfare campaigns to help keep more families together
- Bringing joy and healing through multifaceted arts programming that creates spaces for everyday people to get involved in pertinent community issues and opportunities

CoCo is an equal-opportunity employer. People of all races, religions, and gender identities are encouraged to apply.

POSITION DESCRIPTION: A Community Organizer at CoCo is responsible for building an informed base of South LA residents who lead grassroots campaigns on behalf of their community and schools. To succeed in this, an organizer's primary duties include conducting outreach and recruitment with residents via canvassing, phone banking, house visits, etc. around campaigns, initiatives, and opportunities pertinent to South LA, and cultivating the community's ongoing involvement in those efforts. A skilled Community Organizer helps to: Develop community ownership and leadership over campaigns; collect, organizes, and distributes information/data about a project or effort within the organization; completes administrative and logistical tasks that contribute to a larger project or effort; provides some project coordination to move an area of work with regular support from their supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned):

Outreach, Base-Building, Relationship-Building, and Leadership Development (~60% of time)

- Maintain consistent outreach and engagement to recruit residents year-round by leveraging strategies such as canvassing, house meetings, tabling at events, and personal visits
- Participate in organizing events actions, protests, meetings, retreats, conferences, and trainings to further the organizing objectives
- Conduct weekly phone banking, personal visits, canvassing, and house meetings with residents
- Help deliver and co-facilitate training programs and materials such as teaching aids on community organizing, social justice movement history, and leadership development techniques and strategies to develop the capacity of residents to lead campaigns (as assigned)

- Participate in Organizing 101 Training and ongoing political education around pertinent issues and campaigns to strengthen your ability to support members in their leadership and ownership of campaigns
- Involve residents and work with them 1:1 and in group settings to help develop their ability to recruit, inform strategy, and become spokespeople of key campaigns

Event and Program Logistics/Execution (~25% of time):

- Coordinate and plan well-attended and organized meetings that move programs forward
- Prepare organizing materials, such as flyers, letters, and posters to ensure residents receive current information regarding meetings and community activities
- Create and execute logistics plans as assigned by your supervisor for organizing events and activities
- Participate and provide logistical support for organizational-wide efforts that foster our ability to recruit residents and broaden their involvement in the community

Assessment, and evaluation of organizing efforts (~15% of time):

- Conduct daily tracking of base-building efforts (i.e. attendance at community meetings)
- Develop and execute weekly, monthly, and quarterly work plans
- Maintain proper records of event agendas, meeting minutes, attendance rosters, leadership development plans, assessments, and other outreach plans
- Complete reports tied to members and activities, as assigned
- Attend external meetings/spaces and report back on content and next steps, as assigned

CORE COMPETENCIES AND EXPECTATIONS: The ideal candidate will have at least a 2+ year track record of successfully organizing and helping to move a grassroots campaign. To be successful in this work, they will need to cultivate a sound knowledge of the social and economic landscape in South Los Angeles. Entry-level candidates may be considered for this role if they demonstrate comparable skills, experience, and a deep commitment to supporting their community.

- Works diligently to articulate and apply the core values, mission, and purpose of the organization to their work
- Continues to develop and demonstrate the application of basic organizing skills
- Tracks, reflects and assesses their base and the movement of campaigns
- Proactively seeks to increase knowledge of the political landscape
- Knowledgeable about the South LA Community
- Basic computer skills
- Ability to work autonomously and as a member of a team
- Ability to prioritize and set goals by developing weekly, monthly, and quarterly work plans

Values and Community:

- A deep belief in the power and science of organizing and respect and love for our stakeholders in South Los Angeles
- Belief in CoCo's mission, approach, and core values and a commitment to improving the social and economic conditions of residents in South Los Angeles
- Humility and respect for the lived experiences of South Los Angeles residents, and the ability to work with a diverse South Los Angeles population.
- Reflective and a life-long learner
- Strong work ethic
- Highest level of integrity
- Excellent teamwork and collaboration skills; willing to support team members as needed on the organizing team, civic engagement team, and across the organization for high-priority projects or events
- Exemplary customer service skills including the ability to identify needs, provide prompt responses, and exercise patience, respect, and professionalism in all interactions

To apply to this position, please send your resume and cover letter to jobs1@cocosouthla.org with the subject line: **Community Organizer. Please note that only applications with cover letters will be considered. Cover letters should address the following:**

- Your core values and what shapes them
- Your interest in working in South LA and for Community Coalition
- Your experience and interest in the Community Organizer position