



JOB TITLE: Lead Community Organizer

SALARY RANGE: \$66,600-\$78,000

REPORTS TO: Associate Director of Community Organizing

JOB LEVEL: Intermediate

CLASSIFICATION: 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 Lead Community Organizer provides direction, support, and training to other team members as appropriate and assigned; Provides supervision, as appropriate and assigned; Helps set key performance indicators and goals to grow the organization and/or move key efforts; Helps develop employees and adjust their strategy to give their team clarity and direction on what they are working on; Organizes a solid and evolving group of residents leaders that are regularly and actively moving campaign efforts; Is accountable for larger projects or efforts and can appropriately leverage and collectivize with other team members to ensure success; Helps ensure that projects are within budget. Represents the organization with external stakeholders, as assigned and appropriate; Leads the issue-development and social investigation process; Develops political education curriculum; Executes organizing strategies; Drafts reports and regularly synthesizes and communicates an analysis of work that is moving

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned, including supporting the development and execution of other residents programming such as the summer Freedom Schools Program):

Practices and Expectations of a Lead Community Organizer:

- Provide consistent external leadership, representation, and engagement in key spaces (i.e. coalition meetings, convenings, etc.) and support the integration of those agendas into CoCo's organizing activities.
- Assume increased responsibility and collective leadership for the sound execution of organizing strategies, campaign activities, events, and programs.
- As assigned, provide supervision, training and/or support to Organizers I and II
- As assigned, serve as the accountable team member on designated campaigns and projects

- Provide leadership to the team to help troubleshoot issues that impact the organizing activities (i.e. campaign pivots, etc.)

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

- Conduct and lead research (i.e. social investigation) to support a strong analysis, and gather data to understand the landscape and issues impacting the community.
- Participate and help lead Organizing 101 Training sessions as assigned, 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 for key campaigns.
- Deliver and co-facilitate training programs and materials 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)
- Collaborate with the Associate Director and other Organizational leadership, as appropriate, to help conduct ongoing leadership development plans to cultivate members' and other organizing staff members skills, politics, and commitment
- Establish and maintain collaborative working relationships with external stakeholders, i.e. businesses, churches, other CBOs, schools, etc.
- Provide direction, mentorship, and support to other team members as assigned in organizing events (door knocking, phone banking, actions, protests, meetings, retreats, conferences etc.)
- Co-develop and help implement the recruitment strategies to maintain a diverse and consistent base of residents throughout the year by leveraging strategies such as neighborhood presentations, canvassing, house meetings, tabling at events, and personal visits.

Event and Program Logistics/Execution (~20% of time):

- Coordinate and plan well-attended and organized meetings that move organizing efforts forward.
- Prepare organizing materials, such as flyers, letters, and posters designed to ensure residents receive current information regarding meetings and community or school activities.
- Create and execute logistics plans as assigned by the Associate Director for organizing events and activities
- Participate and provide logistical support for organizational-wide efforts that foster our ability to recruit new members and broaden community involvement

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 3+ year track record of successfully organizing and helping to advance grassroots campaigns. They should have the ability to create organizing strategy charts and work plans; Possess a strong grasp of the issue-development process (i.e. cutting an issue, developing issue criteria, and social investigation towards developing a campaign); Hold a strong articulation of Community Coalition's core values, mission, and purpose and aligns them with their conduct and representation of the organization; Demonstrate the application of all foundational organizing skills; Ability to track, reflect, and assess base and movement of campaigns; Sophisticated knowledge around the political landscape with an emphasis on South Los Angeles; Proactively engage in ongoing education around campaigns and initiatives to effectively engage residents; basic computer skills

- 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
- Track, reflect, and assess their base and the movement of campaigns
- 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: Lead 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