



**PROGRAM COORDINATOR (PART-TIME)
Job Announcement
December 2019**

Organizational Overview

California Latinas for Reproductive Justice (CLRJ) is a statewide organization committed to honoring the experiences of Latinas/xs to uphold our dignity, our bodies, sexuality, and families. We build Latinas'/xs' power and cultivate leadership through community education and organizing, policy advocacy, and community-informed research. We believe that grassroots organizing, and base building are keys to effective and powerful policy advocacy work and transformative systems change.

Since its founding in 2004, CLRJ has emerged as an important state-level actor and has a growing profile on the national level. CLRJ is the leading California-based Latina Reproductive Justice organization and is the only statewide advocacy organization whose mission focuses specifically on promoting Latinas' Reproductive Justice through community organizing, alliance-building, leadership development and long-term movement building strategies. At the national level, CLRJ also serves as a recognized leader in promoting a vibrant Reproductive Justice Movement on behalf of the most underserved Latinas, low-income women of color, immigrant women and their communities.

Position Overview

The central role of the Program Coordinator will be to support with the development and implementation of our community organizing and engagement efforts. The Program Coordinator will work closely with our Community Organizer and Program Team to help plan and implement strategic campaigns to build, maintain and develop a committee of Latina/x leaders in Southeast LA to organize around community issues, support CLRJ's policy advocacy priorities, and grow the Reproductive Justice movement.

The Program Coordinator's primary areas of work will be in base/relationship building and recruitment, campaign development and mobilization, leadership development, and event planning. Additionally, the Program Coordinator will support with developing outreach materials(e.g. designing fliers and posters), data management and input, follow-up with new contacts, and planning community meetings. The Program Coordinator will work closely with the Community Organizer, the Program Team, and report to the Director of Programs.

Duties and Responsibilities

- Hold effective one-on-one organizing meetings to move community members and volunteers to action
- Organize and conduct door-to-door, online, phone and other outreach to identify local leaders and build our base
- Help plan and coordinate logistics for community engagement events with staff and local leaders
- Follow up with and engage community members identified through outreach efforts
- Plan and support in facilitating community meetings
- Support with data input and management as needed
- Other duties as assigned

Skills and Qualifications

Required

All CLRJ employees are expected to fully support the organization's mission in their work. Any positions or work that runs counter to LGBTQ rights or Reproductive Justice - including the right to access abortion and contraception, are likely to create a conflict of interest disqualifying an employee from working at CLRJ. All employees regardless of their position are required to support with staffing events, public speaking or disseminating information about women's right to access legal and safe abortion care and



contraception, as assigned. It is also required that all employees use messaging that is developed by CLRJ's Communications Team and that it is factual, evidence-based, and free of judgement or discrimination when talking about all Reproductive Justice issues, including LGBTQ rights, and the right to access abortion or contraception when working or otherwise representing CLRJ.

- At least two (2) years experience in community, labor, or other forms of grassroots organizing
- Demonstrated commitment to Reproductive Justice and empowering and developing Latina/x leadership
- Motivated self-starter who is able to learn and troubleshoot without heavy supervision
- Passion for social and reproductive justice
- Ability to work well under deadlines and high pressure situations
- Excellent listener and troubleshooter
- Excellent organizational skills and high attention to detail
- Strong social, written, and verbal communication skills
- Proficiency in speaking, reading, and writing in English and Spanish
- Must be able to secure reliable transportation to work sites; a valid Driver's License and legally required car insurance, and access to personal vehicle to be used to conduct CLRJ business is essential

Preferred

- Demonstrated ability to develop and implement strategic organizing campaigns
- Data input, organization and management skills- familiarity with Powerbase or CiviCRM is a plus
- Knowledge of California housing policy and tenant organizing

Location and Classification

- This position is based in Los Angeles; some local and national travel may be required
- This is a part-time non-exempt position at 60% FTE (24 hours per week)
- The employee must be available to work extended days in the evenings or weekends, as needed

Compensation and Employee Benefits

- The salary range for this position is: \$16.50 - \$18.50/hr (commensurate with experience)
- Excellent benefits package including: Medical, dental, vision, life, long term and short-term disability insurance approximately \$650 monthly (\$7,800 annually)
- Paid sick/personal time, and 2-4 weeks of paid vacation depending on the years of employment
- Twelve (12) paid holidays
- Paid parental and sabbatical leave, in accordance with CLRJ's employee guidelines
- Staff wellness and team-building group activities
- Significant opportunities for professional development and growth

Please send cover letter, resume, and the names and contact information of three references in Word or PDF to Human Resources via email at: careers@clrj.org. Please write **Program Coordinator** in the email subject line. Applications will be reviewed on a rolling basis. Desired start date is February 1, 2020.

CLRJ is an equal opportunity employer. People of color, lesbian, gay, bisexual, transgender people and those with disabilities are strongly encouraged to apply.