



JOB DESCRIPTION

POSITION: Community Organizing Manager

STATUS: 1 FTE, Exempt

REPORTS TO: Co-Executive Director –
Employment and Community Organizing

SUPERVISES: Community Organizing
Department Staff

GRADE:

REVISION DATE: June 23, 2023

Casa Latina is an equal opportunity employer. We consider all applicants without regard to race, color, national origin, religion, gender, marital or military status, age, sexual orientation, gender identity, the presence of any sensory, mental or physical disability, genetic information, political ideology or any other protected characteristic.

PURPOSE

The Community Organizing Manager will oversee and implement the organization's grassroots campaigns and policy/structural interventions to advance the rights of workers across Seattle, Washington, and nationally, and supervise the organizing department and staff.

RESPONSIBILITIES

- Lead all base building efforts to maintain our existing base and recruit new members to build power of our base
- Co-design, execute, manage, and evaluate grassroots policy campaigns and programs designed to transform material conditions for workers locally and nationally
- Build an organizing team culture that is innovative, hungry to learn, and inspired to create tangible changes for working-class communities—including rigorous base building, popular education and leadership development
- Mentor, train, and supervise organizers, case management specialist, and member leaders in the execution of outreach, membership recruitment, case management, campaign strategy and escalation through weekly meetings, work plans, and constructive feedback
- Remain informed about current events and assess the impact of the socio-political, environmental, and economic context on our base and campaign strategy.
- Co-develop education curriculum for membership orientations, trainings, workshops, and institutes
- Build relationships with strategic coalition partners to advance campaign aims and leverage points for potential policy interventions and mobilizations
- Support our internal operations including managing our member database, tracking our organizing department budget and finances, tracking outcomes and writing reports, and supporting the administrative work of leading our team.
- Performs other duties as assigned

QUALIFICATIONS

- Must share a commitment to the organization's mission, including a strong commitment to racial, gender, and economic justice and their intersections,
- Experience in campaign development and execution for labor, housing, gender, and/or immigrant rights.
- Experience training and developing staff and community members in organizing, community advocacy and/or political operations.
- Demonstrable focus, resilience, and the problem-solving skill to develop solutions under challenging circumstances.
- Impeccable writing, presentation and oral communication skills, as well as an ability to synthesize and translate complicated information into clear, compelling language.
- Ability to think critically, make decisions, and justify recommendations based on data and analysis.
- Ability to excel in a high paced environment with diverse teams of staff, members and partners.
- Ability to relate to people of various social, cultural, economic, and educational backgrounds.
- Fluency in English and Spanish is required.
- Ability to work nontraditional hours, including evenings and weekends.
- Proficiency with online platforms such as Zoom, Google Drive, and Microsoft 365/Microsoft Office Suite (Teams, Word, Excel)
- Valid driver's license if driving an organization vehicle.
- Must be able to travel to different locations as needed.

PHYSICAL REQUIREMENTS

- Ability to work in an office environment.
- Ability to apply principles of logical thinking and to define problems.
- Ability to interpret a variety of instructions furnished in written or verbal form.
- Work involves sitting most of the time, but may involve walking, standing, bending, reaching, and twisting.
- Must be able to lift up to 15 pounds at a time.

NOTE: The requirements for this position are indicative of the physical and mental capacities needed to satisfactorily perform the duties for this position. Reasonable accommodations, as required by the Americans with Disabilities Act, will be granted whenever possible. The above job description is not comprehensive. The job responsibilities may include other duties as assigned. Casa Latina may change or update job duties as necessary to meet business needs.