



## API EQUALITY-LA

Asians and Pacific Islanders for LGBTQ Equality

# Job Announcement: Lead Organizer

Posted January 31, 2020

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**Job Title:** Lead Organizer

**Reports to:** Executive Director

**Status:** Full-Time (40 hours), Non-Exempt

**Application Deadline:** February 16, 2020 (or until filled); tentative start date March 1, 2020

**Pay Rate/Range:** \$22.11/hr–\$26.44/hr (depending on experience) plus benefits

### About API Equality-LA

API Equality-LA's mission is to build power in Asian & Pacific Islander (API) communities to achieve LGBTQ, racial, and social justice. Our vision is an inclusive, equitable, and just society where all API LGBTQ people can thrive. As the Lead Organizer, you will be part of a team driven by a shared purpose for collective liberation. We strive to create a work culture based on our values of joy, nonviolence, interdependence, and sustainability. API Equality-LA is fiscally sponsored by Community Partners ([communitypartners.org](http://communitypartners.org)), the employer of record. To learn more about the organization, please visit [apiequalityla.org](http://apiequalityla.org).

### Position Summary

API Equality-LA seeks a highly motivated Lead Organizer with 3-5 years of experience organizing in Asian and Pacific Islander (API) and/or lesbian, gay, bisexual, transgender, and queer (LGBTQ) communities of color. We seek a strategic, self-directed, and passionate leader with a demonstrated commitment to building grassroots leadership through an intersectional approach to social justice.

The Lead Organizer will drive API Equality-LA's volunteer development and strategic campaigns through a variety of activities, including leading member and volunteer recruitment; planning and executing leadership development trainings; building relationships among organizational partners and coalitions; providing project management support for volunteer committees and interns; participating in strategic planning and program development; keeping accurate records of members and program activities; and fulfilling administrative duties as necessary. The Lead Organizer will work closely with volunteer committees, staff, Steering Committee and Co-Chairs, and will supervise interns and volunteers.

### Essential Functions

#### **Community Organizing and Leadership Development**

- Develop and support API Equality-LA's membership through systematic outreach and follow-up, identifying and supporting volunteer leaders, and 1-on-1 relationship building.
- Mobilize community members to organize campaigns, direct actions, outreach and recruitment activities, grassroots fundraising, and educational community events and activities, in keeping with collectively determined goals and grant commitments.
- Develop and facilitate trainings, workshops, curricula, and other resources to strengthen a grassroots leadership pipeline and support organizational priorities.
- Supervise interns and volunteer committees, facilitating meetings/discussions and supporting intern/volunteer work, as needed.

## **Fundraising & Capacity-Building**

- Contribute to grant reporting and program evaluation, including tracking program metrics, maintaining membership records, and administering qualitative surveys with members.
- Mobilize and train volunteers to participate in fundraising events.
- Participate in strategic planning activities and support development and sustainability of the organization.
- Participate in leadership and professional development trainings, workshops, and programs related to strengthening organizing skills and knowledge.

## **Communications & Partnerships**

- Represent organization in local coalition spaces and foster strategic and collaborative relationships with organizational partners.
- Support general media and communications including press releases and media relations, managing social media, creating website and newsletter content, and other responsibilities as assigned.

## **Administrative Duties**

- Support day-to-day operations, including managing correspondence, maintaining volunteer and donor records and data, administrative support, and other responsibilities as assigned.

## **Qualifications**

- Minimum 3-5 years community organizing, advocacy, or relevant work experience.
- Excellent interpersonal skills, to communicate with and motivate people of diverse backgrounds.
- Excellent verbal and written communications skills, including experience facilitating meetings and workshops.
- Highly organized, detail-oriented, and accountable, with an ability to work independently and efficiently on multiple projects in dynamic environments.
- Able to work a flexible schedule, including late evenings and weekends, as needed.
- Experience working collaboratively with others, including diverse individuals and organizations. Comfortable leading teams and supporting the leadership of others.
- Computer and social media skills including Microsoft Office, Google apps, Facebook, Instagram, etc.

## **Preferred Requirements**

- Knowledge of or experience working on API and LGBTQ issues, including healthcare and mental health, civic engagement, and the political climate relevant to our work.
- Have a personal framework of social change and a strong commitment to intersectional social justice.
- Experience with program design and management and/or volunteer management.
- Experience with using databases and tracking systems for community organizing.
- Communications experience (i.e. social media management, website maintenance skills)
- Bilingual in an Asian language.

## **How to apply:**

Please send a cover letter, resume, and list of 2-3 references familiar with your organizing experience in Word or PDF format to Tracy Zhao at [tracy\[at\]apiequalityla\[dot\]org](mailto:tracy[at]apiequalityla[dot]org) with the email heading: "LO Application-[YOUR NAME]". Interviews will be scheduled with select candidates. Please call 213-580-1800 if you have questions about the position or your application.

Community Partners® is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.