

JOB Announcement

Position Title: Organizing Coordinator
Reports to: Executive Director
Classification: Full-time Exempt



Latinos United for a New America (LUNA) is a grass-roots organization working to improve the quality of life of Latino immigrants in Silicon Valley by enabling leadership of those most affected by systemic issues. LUNA is seeking to hire a highly motivated individual to work full-time as Organizing Coordinator. The ideal candidate aligns with the LUNA's vision to unify the Latinx community and acquire the power needed to make real and long-lasting change in our communities.

Job description:

LUNA is looking for a fierce and passionate individual to coordinate the organization's campaigns in the areas of housing, immigration, transportation, education, health, environment and more. The Organizing Coordinator will work with a group of talented organizers to build power and create structural change for Latinxfamilies in the Silicon Valley. The organizing coordinator will be responsible for overseeing all aspects of organizing projects and campaigns, supervise, train and direct organizing staff, special project staff, and members; designs and implements organizing plans.

Duties and responsibilities:

Some duties include, but are not limited to:

- Supervise, lead, assign, and evaluate staff including developing individual work plans with staff and overseeing their implantation and evaluation. Administer corrective discipline including termination if necessary
- Recruit, interview, and recommend hiring staff.
- Facilitate the planning and implementation of activities designed to educate, agitate, and motivate LUNA members to action
- Lead strategic direction of issue campaigns with a focus on building power by aligning campaigns to civic engagement, narrative and communications and growing LUNA's base
- Use strategic tools to help organizers execute razor-sharp campaign strategies by building a culture of campaigning that empowers and focuses people
- Lead process to develop long-term agendas and power analysis for various campaigns with staff, grassroots leaders, and coalitions
- Plan and lead direct actions with staff, leaders, and coalitions
- Manage organizing staff and develop their leaderships. Ensure that the team has clarity at all levels by modeling, building, and supporting effective communications, coordination, and performance-oriented culture
- Be a public leader by managing a portfolio of external ally and donor relationships and represent LUNA to a broad variety of audiences and settings
- Requires experience in all elements of an organizing campaign; including leading staff, staff development, budgeting, and planning

Desired qualifications:

- Desire and motivation to change structural challenges for the Latinx community in Silicon Valley
- Strong writing Skills in English and Spanish
- Ability to effectively plan, implement, and manage projects and staff
- Computer skills (Microsoft Word, Excel, Access & Canva)
- Familiarity with the neighborhoods in East Side San Jose, East Palo Alto and/or Milpitas

Job requirements:

- Minimum of three years or comparative experience working with community, labor, or housing organizations with success in developing and winning campaigns
- Similar level of experience supervising staff in an organizing setting with a strong track record of building teams and developing staff leadership
- Strong work ethic, well organized, initiative-taking, energetic, quick on their feet and ability to improvise,
- Ability to work long and irregular hours,
- Commitment and passion for racial, gender, immigration, environmental and economic justice and their intersections both inside and outside organizations
- Driver's license, car insurance and reliable car
- Bilingual (English and Spanish)

Compensation and benefits

- Yearly \$65,000 salary, medical insurance, paid holidays, and paid vacation. We are aware that compensation negotiations may contribute to pay inequities, for this reason the compensation listed is non-negotiable.

LUNA is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Position starts as soon as possible and will be open until position is filled. To apply send resume with cover letter explaining interests and qualifications to the attention of Mayra Pelagio at: Mayra@lunalatinosunidos.org

LUNA

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