Gente Organizada is an Equal Opportunity Employer

Co-Director Job Announcement
Gente Organizada

POSITION: Co-Director
REPORTS TO: Board of Directors
LOCATION: Pomona, CA - part-remote, part in-person until COVID restrictions are lifted (2-3 days on-site, additional work in the field)
CLASSIFICATION: Exempt, Full-Time (40 hours)
SALARY & BENEFITS: $65,000 annually, $700/mo health insurance stipend
POSTING DATE: 12/11/20. Vacant until filled. Desired start date: As soon as possible.

ABOUT GENTE ORGANIZADA:
Gente Organizada (Gente) is a community-led social action non-profit organization based in Pomona whose mission is to bring together generations to access, build, and wield their collective power to achieve educational, economic, and social justice in our communities. We use an asset-based approach to community organizing to partner with historically underrepresented, immigrant populations to understand their rights and the power of community action. Gente builds upon the deep-rooted, unique cultural strengths that have helped immigrant communities survive for generations and increase capacities for these communities to not just survive, but to truly thrive. To learn more, visit: genteorganizada.org.

POSITION SUMMARY:
The Co-Director will co-lead the organization alongside the other Co-Director in an equal partnership. This position will be the main lead for Gente’s parent organizing social action group, Padres Unidos de Pomona. As this is a new position, other duties will be split equally with the other Co-Director, and the specific scope of responsibilities will be determined after hiring.

The ideal candidate is an experienced community organizer, passionate about working with parents and youth, and invested in community wellness and healing. We are looking for someone who is a fast learner, can work independently, and enjoys detail-oriented work. This position involves on-the-ground, frontline work as well as administrative functions and visioning.

Responsibilities include, but are not limited to, the following:

Community Organizing and Partnerships
- Actively work to educate, empower, and engage parent and youth members, community members and other stakeholders
- Assist with regular and consistent member and volunteer recruitment, asset mapping, and establishing community partnerships
- Collaboratively develop and implement time-specific plans with staff, members, and partners to facilitate organizing campaigns
- Serve as liaison and advocate to students, parents, community members, and stakeholders
- Represent Gente Organizada at meetings, presentations, community events, and coalitions
Strategic and Campaign Leadership
● Facilitate decision-making and present proposals to social action groups to determine campaign strategy
● Integrate member feedback into organizing framework and strategy
● Conduct periodic evaluations to assess effectiveness and growth
● Exercise strategic judgment when establishing new programs, ensuring programs are aligned with member-identified priorities and are financially sustainable

Management and Supervision
● Supervise and train staff, interns and workforce development trainees
● Lead staff meetings and develop collaborative workplans
● Coach staff and members to take on leadership

Fundraising and Development
● Develop and implement fundraising strategy
● Draft and submit grant proposals and reports
● Cultivate relationships with existing and new funders

Media and Communications
● Support general media and communications including press releases and media outreach
● Manage and create content for online communication platforms (calendar, social media, website, and newsletter)
● Manage member communication and engagement channels, including the listserv
● Maintain member database and texting system

Finance and Administration
● Prepare for and facilitate Board meetings
● Oversee fiscal management, including developing annual and program budgets, monitoring financial health, ensuring proper recordkeeping, and more
● Develop and prepare for different fundraising scenarios
● Process payroll, accounts payable and receivable
● Oversee HR functions
● Ensure compliance with federal, state, and local regulations
● Other duties as assigned

REQUIRED QUALIFICATIONS:
● Fluent in English & Spanish
● Strong interpersonal and communication skills, written and verbal
● Group facilitation, problem-solving, and negotiation skills
● Experience with grassroots organizing, direct actions, and campaign development
● Genuine commitment and sensitivity to social justice issues
● Respect for economic and cultural diversity and/or experience working with diverse groups
● Must be an independent and adaptable worker
● Must have reliable transportation with a clean driving record
● Must be able to pass background check and work with youth
● Must be available to work Sundays

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DESIRED QUALIFICATIONS
● Connection to or familiarity with the Pomona community
● Experience working with parents, or lived experience as a parent
● Experience working with youth, from middle school to college-aged
● Experience integrating wellness and healing into organizational work
● Knowledge of or experience advocating for educational justice
● Experience with grantwriting and funder cultivation
● Knowledge of budgeting and accounting processes, supervision, operations, digital communications
● Experience with individual donor cultivation
● Experience with program evaluation

APPLICATION INSTRUCTIONS:
● Please complete online application that can be found at the top of the Gente website. www.genteorganizada.org