



Organizing & Policy Action Coordinator Job Description

The Los Angeles Black Worker Center (LABWC) is a growing organization at the forefront of LA's racial justice and worker rights movements since 2011. The LABWC is recognized as a national leader in the effort to address the challenges of the Black jobs' crisis of unemployment and underemployment and the growing inequality in the labor market. The LABWC works towards economic justice in low-income communities of color by building power among Black workers and their communities to expand access to quality employment and promote public policies and corporate practices that foster sustainable economic development in South LA neighborhoods. The LA BWC strategies include a comprehensive approach to leadership development; political education and training; worker organizing; innovative policy advocacy; coalition building; and comprehensive direct-action campaigns that integrate strategic research and communications.

Duties and Key Responsibilities:

- The day-to-day design, implementation, and management of LA BWC policy/coalitional campaigns at the local and statewide level. This work includes project management as a core requirement may include supervising a team that may be 2 or more people to carry all aspects of the campaigns/coalitional work including campaign communications, organizing/engaging community members/volunteers, researchers, legal advisors, community-based organizations, and decisionmakers.
- The Organizing & Policy Action Coordinator would report to the Campaign & Coalition Manager who would serve as a thought partner in how to prioritize and carry out the work.
- Strategize and shape comprehensive (research, legal, policy, communications, and grassroots and grass tops field) direct action campaigns that engage members. These campaigns are based on core organizing principles and LA BWC's theory of social change, which prioritizes leadership from those most affected by the Black jobs crisis.
- Identify strategic policy opportunities to advance campaign work. Including but limited to identifying, educating, and recruiting lawmakers to champion strategic policy; educating lawmakers on policy impacts, monitoring and identifying new and pending policies that impact LABWC constituents.
- Cultivate relationship management with partner allies and stakeholders, as well as coalitional and partnership relationships at leadership and staff level with unions, community-based organizations and political stakeholders that center Black workers while overseeing the coordination of coalitional activities in a way that deepens the leadership of BWC members and presents opportunities for BWC members to build relationship and knowledge across issue areas reflected in our coalitions.
- Ensure team effectively organizes political and community allies in support of strategic campaigns and civic engagement activities and turnout of community organizations and BWC members to events.
- Working closely with the Organizing Manager and Lead Organizer to ensure the team meets organizing goals and ID and recruits targeted members to provide on-going support for external advocacy to reach its strategic campaign goals and vision.
- Maintain database and other records on community organizations and leaders in the area.
- Ensure LA BWC is represented at ally key meetings to maintain effective relationships and build support for LABWC campaigns.
- Coordinate with Communications team to routinely document political and community engagement via Facebook, Twitter, and E-Blast to promote campaigns and coalitional activities and breadth of BWC alliances and power
- Assist organization in growing its membership and supports fundraising events.

Qualifications and Experience:



- Must demonstrate a commitment to social and economic justice through collective/direct action, building collective power for Black workers; Coalition building experience; managing competing strategic priorities and work in a team environment with the ability to work independently.
- 2+ years of experience leading a team with strong delegation and accountability approaches that ensure team plans strategically; can follow a plan and be accountable to the team in carrying out a plan.
- 2+ years of experience facilitating meetings, including agenda creation.
- Experience creating and executing an organizing campaign (with elements of base building, research, legal or regulatory processes, policy, and communications) including developing and implementing a field plan that allows allies to align self-interest with interest of Black workers through analysis of the political landscape that may impact LABWC constituency.
- Ability to respond effectively to conflict as well as bias/ “microaggressions” with balanced insight and greater emotional intelligence.
- Strong skills and experience navigating local and state policy processes and advocacy with elected officials, including but not limited to educating lawmakers, navigating policy creation, coordinating local and state lawmaker visits, strategizing to move supporters to action, and identifying and neutralizing opposition.
- Ability to understand and articulate the LA BWC vision, mission, and theory of social change and organize others to align self- interest with the interest of Black workers.
- Ability to cultivate and nurture internal and external public relationships that are accountable, reciprocal, and transparent, with demonstrated ability to follow up and maintain conversations that advance the work.
- Excellent writing, proofreading, and verbal communications skills. Must be proficient in Google Suite and be able to type at least 40 WPM.
- Ability to establish, maintain rapport and work in mutually beneficial coalitions with widely varied ethnic, social and philosophical groups.
- Ability to work under pressure and with minimal supervision; who can lead the team in troubleshooting.

Compensation and Benefits:

Full-time position, local to South Central Los Angeles, up to \$34 per hour depending on experience, plus a generous benefit package of health and dental insurance, retirement plan, sick, vacation, and floating holidays. We are committed to our employees' health, safety, and well-being by providing flexible work hours and wellness opportunities. We are temporarily working a hybrid schedule.

Application Process: This position will remain open until filled. Email resume and cover letter to careers@labwc.org, add “Organizing & Policy Action Coordinator” in the subject line. The LABWC welcomes applicants' use of AI as a tool for preparation - such as researching, organizing ideas, or refining their resume and cover letter. However, we kindly ask that AI not be used to create original content related to the performance-based parts of our recruitment process, such as application question responses, interviews, and the completion of performance tasks. It is important to us that those reflect your own authentic perspective, ideas, and experiences. We are excited to get to know the real you and believe your genuine voice is your greatest strength. No phone calls, please.

LABWC 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. The LABWC is also an affirmative action employer. Members of the African Diaspora, including Men, Women, LGBTQ, Returning Citizens, and Afro-Latino, ARE STRONGLY ENCOURAGED TO APPLY.

