Community Organizer Job Description

The Los Angeles Black Worker Center (LABWC) was founded fifteen years ago to address the Black jobs crisis in Los Angeles. Our mission is to increase access to quality jobs, reduce employment discrimination, and improve industries that employ Black workers through action and unionization. We are seeking a Community Organizer who aligns with our values of liberation for the most marginalized Black workers and can lead our work alongside LABWC members to build power through policy advocacy strategies.

The community organizer reports to the Organizing Manager. Candidates must be able to empathize and build relationships with Black workers in various industries.

Duties & Responsibilities

- **Outreach, Recruitment and Retention of existing members** through building durable and strong relationships with members, activists, and leaders; planning and organizing membership activities; coordinating a member phone tree to retain and activate new members; consistently involving workers and supporters in the organization and increasing their commitment; activating members to lead work on committees. The organization is open because we do essential work, and this position requires you to work outside with the public by performing effective outreach to community members in the South Los Angeles area and surrounding Los Angeles cities to become members of the organization.
- **Development and training of grassroots leaders:** the community organizer will develop leaders who can take on roles and train other members, including: increasing skills and effectiveness in building the organization, taking on leadership roles and taking action; implementing the LABWC leadership ladder to provide opportunities for growth and development; supporting the political education of leaders through 1-on-1s.
- **Supports development and implementation of direct action campaigns** through ensuring members are engaged in campaign tactics and activities as evidenced through strong member mobilization and leadership in campaigns.
- **Administration and planning,** including tracking organizing plans and results; preparation of written reports, meeting summaries, and related materials as required.
- **Development of outreach and educational materials** such as raps, flyers, and action cards.
- **Lead committees and build member leadership:** coordinate and support LABWC committees, including the Worker Justice Organizing Committee (WJOC), by facilitating committee development, supporting member leaders, and ensuring alignment with organizational campaigns and priorities.
- **Relationship and power building:** build durable one-on-one relationships with workers, members, and community allies to grow the organization's base and develop a member-to-leader pipeline that expands worker power across South LA.
- **Strategic planning and campaigning:** support the development and execution of campaign plans—including goals, strategies, and tactics—and help move members through direct action, civic engagement, and GOTV (Get Out to Vote) efforts that advance the organization's policy and organizing priorities.
- **Data tracking:** maintain accurate member records and organizing data in EveryAction/VAN, including list management and one-on-one tracking.
- **Digital organizing:** texting and email engagement, and digital mobilization in support of campaigns and membership growth.

Qualifications & Requirements

- The ideal candidate must demonstrate a commitment to social and economic justice and building collective power for workers. The candidate must be proactive and have a strong work ethic with a team-oriented approach.
- Knowledge of issues affecting unemployed and underemployed Black workers, poor and working-class communities, and the Los Angeles labor movement is a plus!
- Strong commitment to racial justice, workers' rights, and Black community empowerment.
- Experience building and supporting committees, developing member leaders, and moving people through a leadership ladder.
- Experience with strategic planning and campaign work, including relationship and power building with workers and community allies.
- Proficiency with EveryAction/VAN/CRM's or comparable database and digital organizing tools—including list management, data tracking, texting, and email engagement—preferred.
- Excellent analytical, written, and verbal communication skills.
- Basic computer skills (i.e., Microsoft & Google Suite)
- Demonstrated leadership experience, including facilitating meetings, trainings, and events.
- Ability to work well with a team and motivate others to take action.
- Excellent interpersonal skills and ability to work with people from diverse backgrounds and cultures.
- Ability to work well under pressure and manage time efficiently.
- Flexible work schedule, some evenings and weekends as needed.
- Valid CA driver's license & auto insurance; access to a car for work-related travel.

Compensation: Full-time position, salary range of $70,000 to $74,000 annually, plus a comprehensive benefits package that includes medical, dental, vision, life insurance, flexible spending account, generous paid time off, and retirement plans with matching and employer contributions to eligible employees!

TO APPLY: Please email your cover letter and resume to careers@lawbc.org, and reference "***Community Organizer***" 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.