



Title:	Organizer and Leadership Development Coordinator
Reports to:	Policy and Organizing Manager
Work Site:	FIERCE Advocates offices, Richmond, CA This position is hybrid; this means there will be an expectation of weekly on-site work in addition to working remotely during the week.
Hours/Status:	Exempt, Full-time (40 hours/wk)
Salary:	\$67,000. This position also includes generous benefits, including medical, dental, and vision coverage, an annual paid fall and winter break, and an opportunity for professional development as appropriate.
Start Date:	Open Until Filled
How to Apply:	Submit cover letter and resume to info@fierceedvocates.org Due to the high volume of applications, only those selected for further discussion will be contacted.

Who We Are

We are launching a new path forward as FIERCE Advocates, formerly known as Building Blocks for Kids (BBK). Since our founding in 2005, FIERCE Advocates has been at the forefront of social justice and family wellness. Our mission is to amplify the voices of parents/caregivers of color in West Contra Costa County and partner with those throughout Contra Costa County to advance equitable access and opportunities so that all youth have quality education and all families achieve emotional and physical well-being.

What Inspires Our Team to Work at FIERCE Advocates

- We are **rooted in our communities** and authentically connected to those who live there. Community efforts led and supported by residents
- We embrace family-centric and inclusive practices for those seeking to manage their work and personal lives
- We **Live and breathe our values** of being loving, compassionate, curious, and innovative

FIERCE Advocates strives to have our organizational policies and practices meet our values. We believe that the well-being of a community is critical to the feeding and nurturing of each community member's mind, body, and soul. To that end, we invest in our people with paid wellness days and extended time off during holiday



periods, flexibility with temporary changes to work schedules to adapt to the unexpected and when life happens, and professional development, including life coaching, because our team is our most effective resource.

If you believe you may be a like-minded addition, read on!

POSITION SUMMARY:

The Organizer and Leadership Development Coordinator is responsible for building the leadership capacities of parents/caregivers of color in West Contra Costa County and organizing them to become actively engaged in our community power-building projects, advocacy work, and strategic partnerships. She/he/they will advance the work of FIERCE Advocates' core parent engagement and advocacy projects and will identify and inspire West Contra Costa County residents to develop their community leadership, political, and policy education skills, and increase their civic and community leadership, including managing the Community Educational Leadership Institute (CELI).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Campaign, Movement Building, and Community Engagement (50%)

- Build trusting relationships with parents, residents, potential members, and new core leaders, including participants of the Black Village Network.
- Coordinate parent and community engagement, including one-on-one parent outreach, community canvassing, and phone outreach to reach new members/parents and maintain relationships with existing parents/members in participating in FIERCE Advocates' work.
- Support the development and use of communication materials and strategies that are effective for multilingual and diverse parents, residents, and members.
- Monitor trends, events, and policy decisions that affect the policy and political landscape in Contra Costa County and beyond.
- Ability to review large budget and district documents and make them digestible for parent leaders
- Speak clearly, effectively, and inspirationally on behalf of FIERCE Advocates at community events and meetings.
- Willing and ready to learn how to build out an education campaign co-led by parent leaders, organize parent leaders and hold house meetings.

Leadership Development (40%)

- Lead participant recruitment, interview, and selection process for CELI
- Identify CELI training needs and update learning objectives and curriculum as needed
- Recruit and prepare speakers from the network of experts and partners
- Cultivate relationships with CELI alumni, elected officials, city, county and school district staff, policy organizations, and community groups who can serve as allies, program speakers, and advisors



- Match CELI fellows to appropriate boards and commissions and support their placement
- Create an alumni engagement program to facilitate ongoing professional development, networking, support of incoming CELI classes, and participation in FA's policy and advocacy campaigns.
- Co-develop and co-facilitate additional leadership development initiatives
- Thorough follow-through and consistency with leaders
- Work with manager to track leadership development goals for each leader
- Coordinate special projects, assignments, activities, and other duties as assigned

Department and Administration Management (10%)

- Develop, recruit and supervise project team members and volunteers, as needed
- Maintain systems of tracking outreach and follow-ups in target areas
- Develop and maintain strong relationships based on trust and mutual accountability with all FA staff, FA community partners, philanthropic partners, and families
- As necessary, broaden participation of individuals and organizations, that can offer direction and expertise, through targeted network outreach and coordinated media/promotions
- Work with Data & Evaluation Coordinator and other staff to ensure all key project data is collected, analyzed and disseminated
- Occasional local, state and national travel required

EDUCATION AND EXPERIENCE:

- Bachelor's degree in a social science, social work, health sciences or community health or equivalent job-related work experience required
- At least 2 years of project management and stakeholder relationship experience, with a deep understanding of social innovation and community wellbeing

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong writing and direct communication skills for multiple audiences
- Excellent critical thinker and initiative taker
- Unfaltering and exemplary time and project management skills
- Excellent presentation, workshop, and meeting facilitation skills
- Ability to work well and collaborate with multiple stakeholders (CBOs, schools, parents, students, social service providers, government officials)
- Technology savvy including posting on social media and email marketing applications, and robo-calling/texting technology. Some of these systems include Dial-my-Calls and utilization of Monday.com, Canva and the Google platform.
- Ability to work 2 evenings a week and occasional weekends
- Bilingual/ bi-literate in English and Spanish, a plus



PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to climb stairs
- Ability to sit at a desk and type for a number of hours
- Requires ability to use a keyboard and monitor
- Requires the ability to communicate verbally, both in person and on the telephone.

FIERCE Advocates strongly encourages people of color, local residents, and LBGTQI to apply. We will consider for employment qualified applicants with arrest and conviction records. FIERCE Advocates is an equal opportunity employer and requires all employees to have received an FDA- approved vaccine against COVID-19 as a condition of employment and must be fully vaccinated, booster included (when applicable).