

Program Coordinator/Associate Opening
ACT for Women and Girls
Full-time, grant-funded



PART 1: GENERAL CHARACTERIZATION OF ORGANIZATIONS

ACT Organizational Summary: ACT for Women and Girls* is a non-profit 501 (C) 3 organization located in California's Central Valley. Mission: ACT is a reproductive justice (RJ) organization building power in our communities through leadership development, community organizing, advocacy and policy change. Since 2005, ACT has been inspiring youth leaders to address social and personal issues impacting our communities. We have influenced some of the state's most progressive RJ policies and challenged our communities to think deeper and honor justice. Our work is guided by the principles of racial, gender, LGBTQ+, and reproductive justice, restorative healing, liberation, equity, and movement building. We visualize a world where historically oppressed communities have equitable power, are free to radically imagine and realize their full selves, and inform and drive policies to dismantle systemic oppression.

*ACT engages participants of all genders

PART 2: JOB SUMMARY AND RESPONSIBILITIES

Job Summary: ACT for Women and Girls is currently seeking an applicant for the position of Program Coordinator. The new staff member will oversee and implement ACT's Feminist Leadership Academy (FLA) program over an eight month period, two LGBTQ+ ACTION Teams during the year, develop LGBTQ+ centered programming, support all program implementation work, and participate in movement building and outreach efforts around LGBTQ+ issues for the organization.

Feminist Leadership Academy:

- Facilitate and prepare weekly two-hour programming with at least twenty young folks between the ages of 16-25 to build their leadership, develop a reproductive justice lens, and engage in activism:
 - Oversee FLA program calendars
 - Facilitate meetings and implement ACT's core curriculum with youth
 - Communicate and build relationships with participants in the program to serve as a mentor, leader, and resource
 - Develop LGBTQ+ , disability justice, and racial justice specific curriculum to implement in program
 - Retain at least 20 participants in the program throughout the duration of the program cycle
 - Engage community leaders to mentor FLA participants
- Integrate FLA into ACT activities and events:
 - Engage FLA in ACT's Integrated Voter Engagement work
 - Support and provide opportunities for FLA to travel to Sacramento for policy visits with elected leaders
 - Attend and invite youth to participate in ACT's program, campaign and fundraising events
 - Turn out FLA in support of ACT's program efforts such as presentations to elected officials, demonstrations, or marches

- Engage FLA in the planning and implementation of a community campaign or event:
 - Oversee FLA’s community organizing efforts, direct and manage their actions to support their goals
 - Provide learning opportunities for youth to plan and facilitate their
 - Work with campaign staff for support

LGBTQ+ ACTION Teams:

- Facilitate and implement two LGBTQ+ focused ACTION Teams (10-16 weeks each) with participants of all ages during the year. At least one of the ACTION Teams will run simultaneously to FLA.
- Work collaboratively with allied partners to advance our LGBTQ+ justice work:
 - Develop and oversee program calendars
 - Recruit participants to engage in program(s)
 - Facilitate meetings and implement ACT’s core curriculum
 - Communicate and build relationships with participants in the program to serve as a mentor, leader, and resource
 - Retain at least 20 participants in each program throughout the duration of the program cycle
- Support ACTION Teams to advance LGBTQ+ protections, dismantle oppressive policies and systems, and create inclusive spaces:
 - Monitor the implementation of LGBTQ+ policies
 - Conduct research and implement a campaign to improve protections, access and rights for LGBTQ+ community members
 - Train participants in community organizing principles, public speaking, advocacy, and activism
 - Connect participants to elected officials, allied organizations and individuals

Program Team Accountability:

- Work directly with all program staff:
 - Participate in all meetings and trainings with ACT’s Program Team
 - Support Program Team staff as necessary
 - Utilize media and engage with ACT’s Communications Associate to enhance ACT’s communications efforts
 - Utilize media for recruitment and community engagement about FLA
 - Participate in the planning of ACT’s Program Graduation

Movement Building and Outreach:

- Participate in continuous networking with potential and existing allies to bring in speakers and trainers for programs
- Represent the organization in public to conduct presentations, and outreach
- Work collaboratively with allied organizations to advance common goals consistent with our mission
- Participate in local, and state gatherings to advance reproductive justice

PART 3: CONDITIONS OF EMPLOYMENT

- Full time, exempt, 40 hours a week
- \$42,600-\$47,840/annually; based on experience and education

- Dental, medical, and vision insurance
- Retirement benefit with employer match
- Vacation and sick leave up to 5 weeks annually
- Grant funded, position dependent on funding

PART 4: QUALIFICATIONS

- Bachelor's Degree preferred in a relevant field and/or equivalent work experience in community organizing, or program implementation
- Preferred work experience for a minimum of 3 years
- Advanced public speaking and group facilitation skills
- Excellent writing skills
- Sound ability to network and present as an ambassador of the organization in all settings
- Self-driven, and a clear focus on high-quality work
- Must be organized, creative, detail-oriented, energetic, and flexible
- Strong understanding and analysis of social, LGBTQ+, racial, and reproductive justice
- Deep commitment to movement work and social change
- Ability and desire to travel within California and the United States on both program and organizational development tasks
- Must have a valid California driver's license and reliable vehicle and liability insurance
- Spanish and English fluency (speaking and writing) is desired

PART 5: TO APPLY

Send to act@actforwomenandgirls.org or by mail to 1900 N. Dinuba Blvd., Suite A, Visalia, Ca. 93291

- Online application: <http://bit.ly/ACTApplication>
- Cover letter detailing experience, passion, and commitment to reproductive justice
- Resume

If you have any questions regarding this position, please call 559.738.8037.

Application packets will be accepted until December 1, 2019 midnight.
ACT is an equal opportunity employer.