

Organization: Strategic Concepts in Organizing & Policy Education (SCOPE)

Position: Campaign Associate

Employment Type: Full-Time, Exempt, Staff Position

Supervisor: Policy Director

Position Description:

The Campaign Associate is an exciting opportunity to coordinate and support campaign efforts among SCOPE teams and grassroots leader spaces. The Campaign Associate will: assist in the implementation and tracking of campaign strategies and tactical plans; develop and implement plans to support Membership Committees; support development of coalitions and strategic partnerships in assigned campaigns; conduct political analysis; deepen relationships with key decision-making bodies; build the capacity of SCOPE staff and membership to wage and win strategic campaigns by providing strategic analysis and advise; and support the Policy Director in the overall evaluation of campaigns as strategic vehicles for systemic social change. The Campaign Associate will work closely with the Policy Director and the policy and program teams to play a key role in building regional power in SCOPE-led campaigns and contributing to organizational direction-setting and capacity-building.

Organization Overview:

SCOPE builds grassroots power in low-income communities of color to eliminate economic, environmental, and racial disparities. Established in 1993 in response to the 1992 civil unrest in South Los Angeles, SCOPE's work is grounded in the needs and priorities of South LA residents, who are largely African American, Latinx, and immigrant, and live on the frontlines of pollution and poverty. As a membership-based organization, SCOPE plays a critical role in the movement for systemic change—organizing marginalized communities of color and poor and working-class residents to ensure that they have a powerful voice in the decisions that impact them. SCOPE organizes communities, develops grassroots leaders, builds alliances, and engages in strategic research and communications to advance policy solutions that shift power and resources to low-income communities of color.

Essential Duties & Responsibilities:

Campaign Implementation and Membership Committees (30%)

- Support the strategic implementation of SCOPE's campaigns and tactical plans
- Work with the Policy Director and organizing team to develop and support implementation of structures, processes, and tools for Membership Committees
- Work with the Training Associate to develop popular education materials that allow staff and members to build expertise on different campaign issue areas
- Track, document, and evaluate strategy and tactic effectiveness
- Follow-up on campaign assignment completion with programmatic staff
- Facilitate campaign evaluations and summaries

Building Political Impact via Coalitions and Strategic Partnerships (40%)

- Work with the Policy Director to convene, coordinate activities of, and lead planning and evaluation with local, regional and state coalitions
- Work with allies to develop shared organizing and base-building tactics that reach affected communities and stakeholders
- Support building relationships with key stakeholders, decision-makers, and elected representatives in the City and County of Los Angeles
- Collaborate with organizing team to align resources and maximize SCOPE membership impact across various campaigns and coalitions
- Represent the organization in meetings with policy-makers, coalitions, campaign targets, and media

Cross-team Capacity-Building (20%)

- Support communications team in creating and managing strategies for communication of SCOPE's work to reach intended audiences
- Support training team in creating and deploying popular education trainings for staff and members
- Serve as the point person to supervise student internships
- Participate in and support organization-wide activities, meetings, and planning

Essential Knowledge and Abilities:

- Minimum of 2 years experience leading similar coordinated campaign activities with a team in a community base-building organization or labor union
- A demonstrated commitment to economic, social, and racial justice
- An understanding of the South Los Angeles or Los Angeles political and organizing landscape, including analysis of systemic roots of problems and conditions affecting low-income communities, people of color, and other marginalized and exploited groups
- Experience in one or more of the following areas: political, advocacy, or grassroots campaign strategy; building or leading alliances; mass-base civic engagement
- Experience in campaign and/or policy development preferred in the following areas: jobs and workforce development, climate justice, public investment
- Strong presentation and facilitation skills with attention to collaboration, negotiation, time management, and ability to engage with and relate to diverse audiences
- Excellent verbal and written communication skills in English; advanced capacity or fluency in Spanish desired
- Ability to plan and manage multiple projects effectively
- Ability to work flexible hours, including evenings and weekends
- Valid CA drivers' license, access to a car, and ability to work flexible hours, including evenings and weekends as needed

Work Environment: This position operates on site in a professional office environment, however at times it may be temporarily remote depending on the evolving COVID-19 pandemic. This role routinely uses standard office equipment such as computers, phones and photocopiers. The noise level in the work environment is usually quiet.

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 the essential functions. This job requires that the employee must occasionally lift and/or move up to 20 pounds. Also required is the ability to listen, hear, speak, read, write, concentrate, and climb stairs, bend, and stoop. Must be able to use a telephone and computer to accomplish a variety of job tasks.

Employment Type: This is a full-time, exempt, at-will staff position. Exempt employees are expected to work the appropriate and necessary time within reason in order to complete key assignments and related tasks on schedule, and serve a probationary period during their first six months of employment.

Compensation & Benefits: Competitive starting salary of \$64,480 (dependent on experience), fully paid benefits (health/dental/vision), 401k, generous vacation and sick time, professional development, and room to grow professionally. SCOPE is a values-based organization committed to challenging discrimination and oppression—people of color and people of diverse gender identities and abilities are strongly encouraged to apply.

To Apply: Please submit 1) a one-page cover letter, 2) resume, and 3) three professional references via email to: scope-hr@scopela.org; include **"Campaign Associate"** in the subject line.