

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

**Position:** Organizing Director

**Employment Type:** Full-Time, Exempt, Staff Position

**Supervisor:** Co-Executive Director

**Position Description:**

As a key leader within the organization, the Organizing Director directs, develops, and manages SCOPE's community outreach, base-building efforts, grassroots leadership development, and Neighborhood Education Action Teams. In addition, the Director will work closely with the Integrated Voter Engagement staff to create organizing opportunities among identified supportive voters. The Director is responsible for leading SCOPE's multiracial organizing strategies to advance community-led policy solutions and campaign outcomes while building relationships and capacity among grassroots adult and youth members, staff, and allies in the social change movement. The prime candidate is an experienced professional organizer and natural relationship-builder, who leads with vision, integrity, and self-awareness.

**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 and Responsibilities:**

*Organizing (60%)*

- **Mentor, develop, and supervise organizing and training staff** to effectively execute the following:
  - Grassroots Member Recruitment, including recruitment of new members through door-to-door outreach, phone banking, house meetings, targeted outreach tactics, community events, and organizing drives
  - Base-building & Leadership Development of grassroots members that deepens their political consciousness and strengthens their organizing and public speaking skills. In addition, coordinate and lead grassroots meetings, committees, academies, and events.
  - Capacity Building & Political Education of grassroots leaders, members, staff, and allies to develop a strategic analysis of: power, the use of legislative and electoral policy interventions, the corporate agenda, and issues of economic, racial and environmental justice
  - Campaign Development in collaboration with the Policy Director to develop organizing strategy and tactical plans, coordinate campaign activities, organize campaign actions, and represent the organization in meetings with policy makers, allies, and coalitions

*Integrated Voter Engagement (15%)*

- **Collaborative with the Integrated Voter Engagement team to develop, execute and evaluate organizing and voter engagement strategies** that build a powerful base of low-income people of color and advance campaign goals

*Organizational and Administrative Duties (25%)*

- **Develop and maintain systems, tools, and materials** to support effective implementation of organizing and training staff's work plans and responsibilities
- **Build and maintain relationships** with key allies, funders, decision-makers, and coalitions, and represent SCOPE leadership in various network spaces, conferences, meetings, and hearings
- **Support institutional fundraising and development**, including: identifying new streams of funding, assisting in

proposal writing, tracking and reporting on grant deliverables, maintaining and building new relationships with training clients, and providing strategic direction to grow our fee-for-service training model

- **As part of SCOPE's Management Team, collaborate and coordinate with other SCOPE staff and departments** to support strategic planning, tracking of organizational and department goals, planning and leading staff meetings, and planning and executing organization-wide events

#### **Essential Knowledge and Abilities:**

- A demonstrated commitment to social justice, racial justice and a strong understanding of the intertwined, intersectional issues that shape material conditions in low-income communities and communities of color, as well as their structural/root causes
- An understanding of the role of member-based organizing, as distinct from advocacy, activism, mobilizing, and voter engagement
- Knowledge of the issues affecting low-income communities in Los Angeles and the Los Angeles political landscape
- 6+ years of experience in a progressive leadership role within labor, community or advocacy organizations
- 4+ years of successful experience training, mentoring and supervising staff and teams, with the proven ability to foster a healthy, balanced, and accountable environment for staff
- 4+ years of experience developing, leading and winning grassroots campaigns
- Experience with multi-racial organizing models and power building strategies, including youth organizing
- Strong organizational and time management skills; ability to develop effective monthly, quarterly, and annual plans
- Demonstrated success in motivating staff to meet and exceed their goals
- Communications skills must demonstrate maturity, integrity and respect for all people
- Excellent facilitation skills, active listener and able to synthesize and build collective knowledge
- Collaborative attitude and solutions-oriented approach
- Excellent public speaking and presentation skills
- Strong data management practices and computer skills
- Familiarity with capacity building and strategy development tools and practices
- Must be willing to work extended hours, evenings, and some weekends in the office and on the field
- Experience holding space for difficult conversations around race, language, and other topics
- Possess sound judgment, mediation skills and familiarity with transformative justice principles
- Ability to speak and write in Spanish is a plus

**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 \$80,000, 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](mailto:scope-hr@scopela.org); include “**Organizing Director**” in the subject line.