



JOB DESCRIPTION

Title:	Philadelphia Organizing Manager
Reports to:	National Field Director
Salary:	The salary range for this position is \$43,000 to \$47,000 annually, commensurate with experience.
Work Schedule:	Full-Time, Exempt, Temporary (funding available for two years)
Location:	Philadelphia, PA
Date Posted:	October 10, 2018
Deadline to Apply:	Rolling until filled

ABOUT NAPAWF

The National Asian Pacific American Women's Forum is the only national, multi-issue advocacy organization in the United States with the mission to build collective power of all AAPI women and girls to gain full agency over our lives, our families, and our communities. Founded in 1996, we are a growing and dynamic organization with staff in five offices and local volunteer-led chapters in fifteen cities.

POSITION OVERVIEW

NAPAWF is seeking a seasoned, independent, and goals driven community organizer in Philadelphia. The Organizing Manager is responsible for growing our base & organizational capacity in Philadelphia, and coordinating our Philadelphia chapter leadership in building relationships with a broad array of non-profit organizations, faith-based leadership, low wage workers, immigrant, and university student leadership centered on building power for AAPI women and girls around a reproductive justice, economic justice and immigration agenda. The Organizing Manager will be responsible for additionally training local leadership and working with them to develop strong local & national campaign work. This position additionally will support and mentor junior organizers, plays a small supportive role to several other chapters outside of Philadelphia, and reports to the National Field Director.

An ideal candidate will have a strong set of working relationships with various community based organizations in Philadelphia, a track record of community organizing, and commitment to social justice with a proven ability to juggle multiple projects at once, build strong coalitions, and mobilize grassroots leadership. The Managing Organizer must be committed to getting results in a fast-paced environment and able to handle a unique and dynamic workload.

POSITION DUTIES

The Philadelphia Managing Organizer is responsible for the following:

- Organizing a coalition of AAPI & ally organizations together with our chapter around a local AAPI reproductive justice agenda that is channeled through distinct and creative campaigns that catalyze political, social, and cultural change;
- Working with local chapter leadership to develop community and leadership development structures & programs that will serve to build relationships and community and develop members as reproductive justice leaders.
- Plan, recruit participants for, and facilitate a year-long Reproductive Justice leadership training institute.
- Conducting at least 10 weekly one-on-ones with AAPI & other ally organizations and local leaders to gain deeper insights to the interests and needs among the diverse AAPI communities in Philadelphia.
- Representing NAPAWF within various coalitions and reproductive justice tables in Philadelphia.
- Supporting junior organizers.
- Other duties as required.

Qualifications:

We're seeking candidates who excel in relationship building, are results oriented, and have strong project management skills. You should have:

- A strong commitment to the issues of AAPI and/or immigrant women and girls, health, social justice, and human rights.
- Experience in faith-based ministry and/or student organizing or general group leadership
- Experience in leading trainings or in workshop facilitation. Generally strong people skills, and comfort communicating to large groups
- A demonstrated commitment to meeting a high bar, and a history of getting things done even in the face of obstacles
- Strong organizational and communication skills (written and interpersonal)
- Openness to learning and working within a small, dynamic and growing organization.
- Experience in voter education and mobilization campaigns is a plus.
- Proficiency in Khmer, Burmese, or Vietnamese languages is a plus.

SALARY & BENEFITS

The salary range for this position is \$43,000 to \$47,000, commensurate with experience. Benefits include a 401k plan, and medical, dental, and vision insurance. Qualified dependents may also be covered. NAPAWF offers full-time employees 15 days of vacation in the first year, sick leave, flexible spending program options and personal/family leave.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The person in this position will be based out of the offices of a partner organization. They should be able to engage in the diverse demands of the work, including the capacity to remain in a stationary position, operate a computer, and move about the office and outside of the office. They must have access to a car, and have the capacity to work evening hours and/or weekends as required. Some light travel is required.

To Apply: Please email a cover letter and resume to hr@napawf.org, with “Philadelphia Managing Organizer” in the subject line. Application deadline is rolling.

NAPAWF is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, including bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, medical condition (cancer-related) or conditions Acquired Immune Deficiency Syndrome (AIDS) and AIDS-related conditions (ARC). Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process.