



**JOB ANNOUNCEMENT: Equitable Development Organizer**

**APPLICATION DUE: November 17<sup>th</sup>, 2017**

Send resume and cover letter to [jessica@pugetsoundsage.org](mailto:jessica@pugetsoundsage.org); Subject: Equitable Development Organizer

Puget Sound Sage is a dynamic regional organization dedicated to building power and reshaping the economy and urban environment for workers and communities. Our growing organization is committed to racial justice and connecting community and worker organizing to achieve quality jobs, affordable housing, shared prosperity, and climate justice. Our campaigns and theory of change are rooted in racial justice, which for us means a deep commitment to base-building in and with our coalitions and our core partner organizations to win innovative policy and build power in the region.

This position is ideal for a dynamic, mission driven, racial justice community organizer with strong personal management skills and attention to detail. Puget Sound Sage is committed to the personal and professional development of our staff, and can increase staff responsibilities based on interest and professional growth. The Equitable Development Organizer position is currently funded through December 2018; however Puget Sound Sage has a deep commitment to funding this as a permanent position.

Position Title: Equitable Development Organizer  
Position Type: exempt, regular, full-time

Reports to: Lead Organizer  
Salary Range: \$50,000-55,000 annually

**POSITION SUMMARY AND RESPONSIBILITIES**

**Organizing and Program Coordination** (*approx. 60%*)

Puget Sound Sage's Graham Street Campaign, driven by our broad South CORE Coalition, is an anti-displacement campaign for the neighborhood surrounding the planned Graham Street light rail station. Organizing includes one-on-one relationship building with community leaders and organizations, building and managing community action teams, managing South CORE Graham Street steering committee, advocating for our campaign goals with community institutions, community members, and coalition partners. Responsibilities to include:

- Organize and facilitate South CORE Graham Street steering committee with 3-5 members, comprised of local leaders to shape the process and goals for participatory planning at Graham Street.
- Develop leadership of Graham Street community action team to serve as advocates for planning process and longer term campaign.
- Coordinate with staff team responsible for leading participatory planning process at Graham Street.
- Manage and delegate outreach to residents, businesses, and community institutions.
- Develop champions for the Climate Resilient Cultural Hub at Graham Street.

- Serve as ambassador for Sage’s Equitable Development program and spokesperson for the participatory planning process at Graham Street in external events (conferences, influential audiences, etc.).
- Promote participatory planning process and resulting plan through coordinated communications strategy.

Puget Sound Sage’s Community Leadership Institute (CLI) is a fellowship program that resources, trains and places emerging leaders from communities of color and low-income communities to serve on strategic municipal boards and commissions. Responsibilities of the Equitable Development Organizer include:

- Analyze, gather, and input data for the program and report findings.
- Manage and delegate outreach to CLI fellows and the general public.
- Support the implementation of the CLI Alumni program.
- Recruit and identify future CLI fellows.
- Coordinates with Community Leadership Director to accomplish responsibilities accordingly.

**Event Planning and Logistics** (approx. 30%)

The Equitable Development Organizer is responsible for planning community events for participatory planning process in the Graham Street Campaign and the coordination of the Community Leadership Institute workshops and events. Planning includes: logistics-securing location, ensuring translation, food and childcare, etc.; leading and delegating outreach and turn-out for event; and event communications and messaging.

- Communicate and collaborate with the Program team.
- Be accountable for successful coordination and implementation of program events and goals.
- Support the Program team in making decisions about program priorities, strategies and tactics.
- Ensure a balance of programmatic workload to existing capacity and resources.

**Organizational Development and Culture, and Personal Administration** (approx.10%)

- Participate in weekly staff meetings, internal trainings, mandatory all staff meetings, and strategic and annual planning, implementation and evaluation.
- Provide peer/lead support for workload management and development.
- Participate in hiring and annual evaluations as needed.
- Support “all hands on deck” requests from Sage campaign teams, including mobilization support, phone banking and other activities.
- Maintain personal organization systems.
- Complete reimbursements, timesheets and lobbying reports.

**QUALIFICATIONS**

The ideal candidate will be mission-driven, persistent, flexible, and diligent with follow-through and have the ability to keep up with a fast-paced work environment. Specific professional requirements include the following:

- Demonstrated experience and passion in community and/or coalition organizing (as paid staff, volunteer, or personal activism).
- Strong facilitation skills to move towards consensus and value a diversity of opinions.
- Strong interpersonal skills with a preference for candidates with community, coalition or union organizing experience. Demonstrated experience planning and executing events.

- Strong follow up and personal management skills.
- Strong verbal and written communication skills.
- Experience developing and implementing campaigns to win strategic goals (as paid staff, volunteer, or personal activism).
- Transformative racial justice analysis with strong accountability practices.
- Demonstrated commitment to personal racial justice and anti-oppression work.
- Ability to work in a highly collaborative environment.

#### **DESIRED SKILLS**

- Basic understanding of local and regional policy related to transportation, housing and environment.
- Experience in leadership development.
- Knowledge of data management.

**This position is open immediately and is based in Seattle, WA.**

Sage's salary and benefit package are competitive. Full family health benefits; 401k contribution; Orca card, short and long term disability; life insurance; generous vacation and personal time; and friendly work environment. To apply, email cover letter, resume, and references to [jessica@pugetsoundsage.org](mailto:jessica@pugetsoundsage.org), subject line: Equitable Development Organizer. No phone calls please. Only applicants who are offered interviews will receive a response.

*Puget Sound Sage is committed to hiring and advancing personnel with an explicit regard to advance women, people of color, LGBTQ people, and other people from traditionally underrepresented communities. Further, we are committed to working with allied organizations which do the same.*