



Position Announcement and Job Description **Civic Engagement Organizer**

Asian Solidarity Collective (ASC) is a grassroots organization in San Diego whose mission is to activate Asian American social justice consciousness, condemn anti-Blackness, and build Asian solidarity intersectionally with Black, Brown and Indigenous folks, people with disabilities, queer and trans people of color, and all oppressed communities. Our work includes political education, community building, and collective action.

We are currently hiring a temporary part-time Civic Engagement Organizer to advance ASC's mission, implement ASC's civic engagement initiatives and organizing priorities. Under the supervision of ASC's Core Team and the Executive Director, the Civic Engagement Organizer will be responsible for establishing and coordinating ASC's Civic Engagement initiatives, infrastructure and building relationships within and outside of the Asian American community and moving them to action.

Position Location: San Diego, CA - *All Asian Solidarity Collective employees are currently working remotely during the COVID-19 crisis. We currently allow opportunities for occasional safe in-person meetings or attend to on the ground work as needed as we observe safety precautions (vaccination, masking, limited capacity, and distancing). NOTE: This position requires occasional on-site presence as various rapid response issues arise or urgent in-person events, meetings and/or programs come up.*

Reports to: Executive Director

Job Responsibilities may include but are not limited to the following:

- Establish, Coordinate and implement ASC's civic engagement initiatives and programs including census, voter registration, voter education, and Get Out the Vote (GOTV) initiatives in San Diego.
- Attend civic engagement meetings with civic engagement coalition's, partners and other stakeholders in San Diego and statewide.
- Monitor San Diego County's Vote Center implementation and attend public hearings
- Co-lead canvassers, volunteers, and staff on census, voter registration, voter education, get-out-the-vote, and vote centers
- Implement and lead field operations, canvassing and phone banking.
- Participate in mandatory trainings on voter registration, voter outreach, voter rights, and other electoral issues
- Research, utilize and implement Civic Engagement digital technology and databases.
- Assure and safeguard compliance with federal, state, and local rules and regulations in relations to voter registration
- Maintain organizing database to track supporters, volunteers, and events, and use data to identify strategic ways to engage supporters.

- Create educational outreach material, toolkits, fact sheets and more on civic engagement and advocacy
- Create presentations and facilitate meetings, discussions and workshops
- Cultivate key relationships and partnerships with community leaders and community-based organizations in ASC's network
- Assist with the creation of civic engagement media outreach and content
- Convene and/or represent Asian Solidarity Collective in coalitions and meetings with community members and stakeholders.
- Lead an effective Asian Solidarity Collective campaign
- Advise and Lead an Asian Solidarity Collective committee
- Represent Asian Solidarity Collective in front of media regarding civic engagement
- As time permits, work on projects related to policy.
- Follow ASC's procedures, policies and work practices
- Assist in administrative and operational duties.
- Additional projects, duties and tasks as assigned.

Required Skills and Qualifications

- Minimum of a BA/BS degree and/or demonstrated interest in not-for-profit, civic engagement, or community organizing
- Minimum of three to five years of community organizing experience in non-profit civic engagement programs.
- Two years experience working with an organization serving working class communities of color, especially in San Diego
- Experience operating in and/or organizing Asian communities.
- Experience in base-building and ability to turn-out to public hearings, program events at the local and state level.
- Willingness to travel and work additional hours to meet civic engagement initiatives
- Strong ability to develop work plans, manage budgets, set deadlines, oversee multiple projects and duties simultaneously, and prioritize assignments
- Excellent, well-developed verbal and writing skills are essential
- Ideal applicants will be efficient, results-oriented with high energy and exhibit an exceptional ability to work with others
- A valid drivers license and reliable transportation is required
- Knowledge and experience working with MS Office and Google programs
- Ability and willingness to work flexible hours, including evenings and some weekends

Preferred Qualifications

- Strong commitment to ASC's mission and core values

- Experience or familiarity and willingness to work with Asian American folks, communities of color, im/migrant communities, youth, students, and/or people whose first or only language is other than English; especially in San Diego.
- Ability to work collaboratively with ASC and externally with disabled, multi-ethnic, multi-racial, LGBTQ2IA+ communities,
- Bilingual and bi-literate in English and any of the following languages: Burmese, Chinese, Hindi, Khmer, Korean, Laotian, Tagalog, Vietnamese, and/or additional languages is a plus.
- Experience in planning grassroots and policy campaigns & advocacy at the local and state level through legislation, changes in government policy and ballot measures is a plus.
- Strong and demonstrated commitment to social, racial, and economic justice issues
- Capacity to motivate, agitate, laugh with, capture, and move groups of people toward a common vision
- Ability to challenge others and a willingness to be challenged
- Ability to build consensus and effectively manage conflict
- Self-Starter and ability to perform under pressure in a fast-paced flexible environment and meet deadlines
- Flexible and ability to adapt to learning new ideas and concepts, responding to changes and last minute requests from partners or policy makers
- Ability to work independently, think creatively, and prioritize multiple projects
- Excellent listening, oral, and written communication skills
- Willingness to be a part of an ongoing learning culture.
- Knowledge and/or willingness to practice restorative practices, transformative justice, and abolition approaches.

Compensation

This is a temporary part-time position at \$22 an hour at 25 hours a week.

Duration

The position is open until filled. Position is temporary as it will end 6 months post from hiring. If additional funding is acquired, this position could lead to a full-time position with the organization.

To Apply

Interested applicants are invited to email a cover letter explaining your interest and fit for the position, resume, and three references to asiansolidarity@gmail.com. The deadline to apply is 5:00 pm on January 31, 2022.

The Asian Solidarity Collective is an equal opportunity and affirmative action employer. We especially encourage women, people of color, persons with disabilities, and LGBTQ2IA+ folks to apply.