JOB ANNOUNCEMENT

Position Title: Youth and Family Organizing Specialist
Reports to: Executive Director

Salary Range: Full-Time, $58,000-62,000 a year based on experience and qualifications.

Work location: Based in South King County and Pierce County, Washington (Kent and Tacoma areas). This is an on-site and travelling position. Robust community interaction is necessary. Must have a driver’s license, a car, and automobile insurance. Travel costs are covered and mileage reimbursement at the federal rate.

To Apply: Send a resume and cover letter to info@icleadership.org. Please note, a cover letter is required with your resume and applications without a cover letter will not be considered.

Benefits package includes fully paid comprehensive medical and dental plans and a matching Simple IRA. Vacation and sick pay are available in the first year of employment.

PRIMARY RESPONSIBILITIES

The Institute for Community Leadership (ICL) seeks a vibrant, self-motivated, and experienced Youth and Family Organizing Specialist to lead organizing efforts with a long-term approach to organizational growth as the organization looks to its future. With dynamic leadership, and a solid foundation of protecting and promoting democracy, ICL is ready to take an energetic step forward multiplying its impact statewide. Founded in 1995, ICL strengthens community, peace, and expands social and economic justice by educating and preparing young people to become lifelong, active participants in a robust, fair, and equitable democratic process. Over the last 28 years, the organization has supported thousands of students, parents, educators, public service workers, labor, community, civil rights, elected, faith-based, and tribal leaders in intergenerational, interracial, and international civic engagement.

Reporting to the Executive Director, the Youth and Family Organizing Specialist position serves as a fundamental leadership team member and central participant in strategic decision-making affecting ICL. This position serves as the liaison between ICL’s dynamic leadership opportunities and civic engagement initiatives to diverse families and students throughout the state. The successful candidate will work closely with educators, administrators, and community partners to integrate students into transformative civic engagement projects to promote and protect democracy. This individual will build power with community organizations, elected officials, labor unions, and coalitions to promote legislation and policy advocacy across the state.
LEADERSHIP AND ORGANIZING RESPONSIBILITIES

- Create and implement annual and long-term three- and five-year organizing plans integrated with Program staff, Communications, and Operations. Plan, implement, and evaluate organizing activities, which may include civic engagement events, youth travelling and residential academies, lecture series, and community public speaking.
- Organizing department’s operating budget, in coordination with Executive Director, evaluation and reporting.
- Collaborate with the Executive Director to engage the staff and Board in civic engagement with the young people and families.
- Manage and implement community events, lecture series, and youth civic engagement activities.
- Organize and maintain a cohort of students and families in each respective county by conducting ongoing family orientation sessions, phone calls, leadership development coaching, and integration into ICL civic engagement projects.
- Cultivate and maintain relationships with organizations, elected officials, tribes, educators, schools and families to further the goals and mission of ICL.
- Build and recruit new students and families into ICL cohort by conducting community and school meetings.
- Organize and participate in leadership academies and cultural exchanges to other cities, towns, states, and Native Nations with delegations of students and staff.
- Leadership coaching of students to develop ascending growth.
- Develop and deliver materials, information, and presentations for the staff and Board and attend full staff meetings.
- Partner with Communications staff on strategic communications aimed at promoting the organization visibility of ICL, its programs, and its interests.
- Collaborate with the Database Administrator and Finance staff on compliance systems and procedures, as needed.
- Participate in and encourage a culture of community organizing among staff in order to advance the mission of ICL.
- Participate in relevant professional associations and attend conferences and meeting as appropriate.
- Represent ICL to a variety of constituents, including decision-makers, advisors, partners, consultants, grantors, and the public.
- Other duties as assigned by the Executive Director.

The ideal candidate will have:

- A successful track record in racial, social, and/or economic justice, aligned with the mission and goals of ICL.
- A strong sense of self-initiative, an outgoing attitude, and have a “team player” ethic.
- Ability to manage multiple projects and drive results forward.
- Excellent oral and written communication skills.
• Skill at working with diverse communities and able to represent the organizational narrative in vast settings, including working with diverse ages, races, and cultures different than one’s own.
• Ability to work flexible, irregular hours, including evenings and weekends for family orientations, events and academies. Includes the capacity to travel to other cities and states, all expenses covered.
• Ability to exercise discretion and independent judgement in organizing work
• Basic computer literacy on Windows-based computer programs
• Ability to lift 10 pounds (cultural exchange academies include loading and unloading bags, tents, and equipment for our mobile camp)

Experience with the following types of employers is highly valued: labor unions, progressive issue advocacy organizations, community organizations, political campaigns and staff of elected officials. Bilingual or multilingual is highly desirable.

*The Institute for Community Leadership is an equal opportunity employer and believes in a diverse work force, and applications from all communities are encouraged to apply.*