



Khmer Girls in Action

LIKE A LOTUS, WE RISE

1355 Redondo Ave. Suite 9, Long Beach, CA 90804 • phone: (562)986-9415 fax (562) 986-9416 • www.kgalb.org

Job Title: Organizing Director

Hire Date: Until filled

Terms: Full Time Employee, Salaried, exempt

Salary: Commensurate with qualifications and experience

Benefits: Excellent Benefits package including health insurance (Medical, vision and dental), 403(b) retirement program, and generous sick, vacation, personal, and holiday time off.

Location: Long Beach, California

Khmer Girls in Action (KGA) mission is to build a progressive and sustainable Long Beach community that works for gender, racial and economic justice led by Southeast Asian young women. KGA develops the leadership and power of Southeast Asian youth to fight for racial, economic, and gender justice.

The Organizing Director's primary responsibility is to lead, develop, and coordinate KGA's base-building and grassroots youth organizing work. We are looking for someone who will be both a senior strategist in the organization as well as work intensively with our organizing team to help them reach their fullest potential in base-building, leadership development and winning strategic issue campaigns at the local, regional and statewide level. The ideal candidate for this position will be someone who has a vision and strong desire to build KGA's power, but also loves to implement program work, and work directly with our organizing and program team, and our youth leaders to build a strong powerful base.

JOB DUTIES & RESPONSIBILITIES

ORGANIZING & PROGRAM DEVELOPMENT

- Provide strategic vision and direction for local, statewide, and regional campaigns.
- Responsible for developing, planning, coordinating and implementing organizational campaigns.
- Coordinate & align campaign activities that include, youth-led research, delegation meetings, direct actions, and electoral organizing.
- Participate and/or coordinate with ED and organizing team to represent KGA in local, county, statewide or national coalitions, networks, or ally events that build visibility, solidarity, and advance campaign efforts.
- Coordinate curriculum development and facilitate curriculum as needed to ensure membership receive adequate skills building, and political education.
- Work with Program Director to align programs to advance campaigns goals and outcomes.

SUPERVISION & STAFF MANAGEMENT

- Develop and supervise team of organizers
- Manage leadership development, skills building and political education training to ensure organizers are integrating and executing leadership development model on a regular and consistent basis.
- Recruit, supervise, train and evaluate organizing staff individually and collectively.

ORGANIZATIONAL DEVELOPMENT & FUNDRAISING

- Prepare written reports, meeting summaries, and related materials as required for the ED and Board of Directors, and ensure organizing team is meeting grant deliverables



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- Support overall organizational development and implementation of the strategic plan
- Assist in the development and administration of program and organizing budgets
- Support grassroots and institutional fundraising efforts.

QUALIFICATIONS and REQUIREMENTS

The ideal candidate is a seasoned organizer, a strategic campaign planner, and an experienced staff manager and leader with grassroots organizing experience, and experience building, leading and managing teams:

- **Minimum 4** years of community organizing and campaign development experience or relevant experience working in youth, community or labor organizing field.
- **Minimum 2** years of supervising and/or staff managing experience
- Experience in the following areas: campaign strategy, power mapping, curriculum development, base-building, leading alliances, youth development
- Strong commitment to gender, racial, economic justice and youth empowerment.
- Strong interpersonal and team-building skills, particularly with high school students. Ability to connect, energize, inspire and move young people to action.
- Ability to work independently, or collaboratively with a team to achieve goals.
- Strong creative, problem-solving, and critical thinking skills.
- Ability to handle multiple projects & responsibilities simultaneously and meet deadlines to achieve overarching goals.
- Strong organizational skills, attention to detail and follow-through
- Excellent communication skills, both verbal and written – ability to communicate complex ideas in a straightforward, culturally and linguistically appropriate manner.
- Available to work flexible hours, including evenings and weekends
- California drivers license, insurance, and reliable access to car.

Preferred Qualifications:

- Fluency in a second language, preferably Khmer

HOW TO APPLY

Please send resume and cover letter, demonstrating your interest and qualifications, and at least three references to jobs@kgalb.org with the subject line “Organizing Director – your name.”

KGA is an equal opportunity employer. People of color, women, people who identify as lesbian/gay/bisexual/queer/transgender and people with disabilities are highly encouraged to apply.

This position will remain open until filled; early applications are strongly encouraged.