Job Title: Digital Organizer  
Hire Date: Until filled  
Salary: $44,000-$50,000 DOE  
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 and Khmer young women. KGA develops the leadership and power of Southeast Asian youth to lead campaigns to create social change.

Position Description: This position will report to the communications director and will work with the communication team who lead our organizing, program and organizational work. The ideal candidate will be open to learning and understanding our organization’s culture, youth - centered strategies, and will be a team player who has lived experiences in what we are advocating for. They are organized and dependable, able to meet deadlines, and are detail-oriented. They understand this field can demand quick yet necessary and strategic pivots. They are leaders in their families and communities who want to grow as a cultural producer and community organizer. They are problem-solvers, creative, collaborative, and are passionate about building youth and community power! The ideal candidate is familiar with KGA’s work and understands the work for racial, gender and economic justice is intersectional. They are committed to building a progressive Long Beach and sustainable movement led by Southeast Asian women & youth of color.

JOB DUTIES & RESPONSIBILITIES

Online & Social Media:
- Increase online engagement with target constituents who can impact systemic change through online and offline actions
- Streamline messaging and communication of online and social media channels which include our website, Instagram (posts, stories, reels), TikTok, Twitter and Facebook accounts
- Create/ co-create & curate content, including graphics, flyers, memes, videos, that support our program, campaign, organizational (c3 & c4) goals
- Contribute to strategies that uplift youth and community stories to shift narratives to change hearts and minds, build power and win campaigns
- Co-design branding and marketing materials (flyers, logos, gear/swag) that reflects youth culture and organizational values
- Use social media analytics and metrics to ensure strategic and impactful engagement
- Manage social media calendar & contribute to editorial calendar

Organizing & Communications:
- Import and export contact lists to respective databases
- Support in database management
- Develop strategies for relationship building and mobilizing people on various contact lists (youth, supporters, stakeholders, donors, etc.)
Recruit, develop and mobilize volunteer base including BIPOC voters and allies to engage in online and offline actions such as phone banking, fundraising, calling electeds, mentoring youth, etc.

Contribute to digital communication strategies to support organizing goals

Participate and contribute to network and coalition spaces

Track budget and expenses as it relates to projects/ scope of work

Manage contracts with third-parties as needed, including translators, vendors, etc.

Contribute to building capacity for internal communications

QUALIFICATIONS & REQUIREMENTS

Knowledgeable about local, statewide, national issues impacting Southeast Asian women and youth of color, particularly in Long Beach/ Southern California

Understanding of AAPI and immigrant refugee experiences and the need to build multi-racial solidarity to win progressive policy changes and cultural shifts to improve the lives and health outcomes of BIPOC communities

Is detail oriented and familiar working with databases, CRM’s and other digital organizing platforms

Integrates news, pop culture, and what’s trending into online conversations and content that educate and empower our base

Willingness to learn about current issues we are working on including: participatory budgeting, civic and voter engagement, housing justice, COVID-19 vaccine outreach, immigrant/ refugee rights, statewide youth bill of rights, and positive school climate

High level of social and emotional intelligence.

Excellent written and verbal communication skills.

Able to manage and coordinate multiple projects simultaneously and meet frequent deadlines.

Capacity to work evenings and weekends.

Bachelor’s Degree or at least two years of experience working in a community setting, especially with youth and/or immigrant refugee communities.

California Driver’s License and transportation.

Preferred Qualifications:

- Fluency in a second language, preferably Khmer.

HOW TO APPLY

Please send a resume and cover letter, demonstrating your interest and qualifications, and at least three references to jobs@kgalb.org with the subject line “Digital Organizer – 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.