



ORGANIZER - Pasadenans Organizing for Progress (POP!)

Organization:

POP! - Pasadenans Organizing for Progress is a multi-issue community organization whose mission is to make Pasadena a more just, fair, and inclusive city. <http://poppasadena.org/>

Founded in 2016, POP! was formed by community activists who led the movement in the city of Pasadena to pass the \$15/hour minimum wage ordinance. After achieving success in this campaign, the activists decided to expand their work for social justice change throughout Pasadena, focusing on a variety of priority issues, with a few major campaigns identified to-date.

POP's! Priority Issues:

- Worker rights (including minimum wage enforcement and wage theft reporting)
- Immigrant rights and protections
- Affordable housing and tenant rights
- Police practices
- Public education reform

Summary of Position:

POP! is seeking a highly motivated, independent and experienced organizer with a passion for working with marginalized residents and low-income communities of color to organize, build their power, and wage campaigns to bring about policy changes that improve their standard of living and/or quality of life. Candidates must have a demonstrated passion for economic and social justice and the ability to establish and cultivate respectful relationships with people from diverse backgrounds.

The POP! organizer works under the general direction of the Executive Committee of the Board of Directors to identify, plan and deploy strategic community building and organizing techniques that engage a broad range of community stakeholders to strengthen the voices and political influence of marginalized groups regarding the justice issues they confront. The POP! Organizer will also work closely with all the priority issue committees of the Board.

Responsibilities: to include but not limited to...

1. Grassroots Organizing:

- a. Develop and implement time specific work plans for the priority issues that involve engaging residents and community organizations
- b. Organize and conduct door-to-door, online and phone outreach to build the coalition and identify local leaders
- c. Lead city wide campaigns for the priority issues (not all five at the same time)
- d. Prepare talking points for constituents and prepare them for public speaking opportunities

2. Communications:

- a. Coordinate the logistics for public events and large-scale mobilizations
- b. Connect organizing work with current research, public policies, and political activities at the local, state and national levels
- c. Advocate for POP's! priority issues in all public and private interactions in the community
- d. Prepare press releases, coordinate media requests and media events
- e. Craft and send regular email messages to POP! database
- f. Prepare and launch online campaigns via appropriate technologies

- g. Serve as a public speaker for POP! positions at Pasadena City Council meetings and other public events
- h. Respond, in a timely manner, to inquiries via phone, email or other

3. Community Outreach and Education:

- a. Identify and coordinate activities between POP! and like-minded community-based organizations and recruit organizations to join POP! in support of POP's! mission and priority issues
- b. Serve as liaison between POP! and various community organizations and stakeholders involved in social and economic justice organizing activities
- c. Meet with elected officials and stakeholders, regularly
- d. Attend community events and meetings as the representative from POP!
- e. Provide educational materials and conduct presentations about the priority areas at community events and meetings

4. Administrative Support:

- a. Provide regular and timely updates on priority issues and campaigns at the bi-monthly meetings of the Executive Committee
- b. Develop and implement time specific work plans
- c. Make reports to the Board of Directors, as needed
- d. Support the Board Treasurer in processing and tracking expenses and revenue
- e. Purchase supplies as needed

Skills/Qualifications:

Preferred

- Excellent analytic skills combined with negotiation and problem-solving skills
- Strong time and task management skills
- Ability to work well under deadline and high pressure situations
- Willingness to periodically work long hours, late evenings and weekends
- Provide own computer and mobile phone with appropriate software and applications
- Proficient use of Microsoft Office applications and Internet/Web based applications and tools
- Conversant and prolific in social media platforms
- Basic knowledge of city and state policies on all priority issues
- Skills in using an email system (such as Mail Chimp) and web site content management systems
- Associate or Bachelor's Degree

Required

- Formal training and/or experience in organizing techniques
- Three years of successful experience doing community, labor, environmental or other form of grassroots/constituent based direct action organizing
- Valid driver's license and easy access to a dependable vehicle
- Fluent bilingual Spanish and English language, interpersonal, verbal and written skills

Compensation:

- Competitive salary
- Cellular phone service and data plan reimbursement
- Mileage reimbursement
- Vacation and comp time as approved by the Executive Committee of the Board
- Medical benefits – TBD

Application Process:

The position is available immediately. Candidates should send a resume and a cover letter by Tuesday, February 13th to recruiting@poppasadena.org. Applicants who do not meet the requirements will not receive a response. POP! is an equal opportunity employer. For questions about POP! and more information about this position, please contact Peter Dreier at (626) 398-1616.