



SEPA Mujer

SERVICIOS PARA EL AVANCE DE LA MUJER
SERVICES FOR THE ADVANCEMENT OF WOMEN

Long Island's Only Latina Rights Organization

SEPA Mujer

Bilingual Community Organizer Coordinator

Background:

Since 1993, SEPA Mujer has provided safe spaces for empowerment, leadership development, civic engagement and legal assistance as the only Latina Rights Organization dedicated to social change, women's rights, immigrant rights and other issues by way of unique training, workshops, monthly meetings, presentations, tabling, press work and action-oriented engagement.

Position Summary:

The Senior Community Organizer (SCO) plays a key leadership role in SEPA Mujer's work. Among other tasks, the SCO identifies and fosters grassroots leadership; recruits members into the organization; develop and facilitate civic engagement and leadership training, oversees lead coordinators of the various chapter(s); conducts local meetings and training; mobilizes members for actions; works in coalition building and performs a variety of other tasks to build grassroots power. The SCO reports directly to the Executive Director.

Essential Responsibilities:

- Perform one-on-one grassroots outreach in the field;
- Identify and develop local leaders to get involved in organizing campaigns through in-depth one-on-ones, and provide ongoing civic engagement and leadership development training;
- Oversee and mentor Chapter Coordinators to ensure the organization and sustainability of those chapters, assist with conducting regular meetings when needed;
- Ensure active involvement of members in local, state and national campaigns through regular mobilization and other means;
- Participate in and facilitate SEPA Mujer actions, mobilizations and events as needed and required;
- Represent and facilitate leaders in representing SEPA Mujer when necessary before the media, legislative bodies and legislators, community meetings, coalitions, and funders;

- Interpret for community members when necessary to facilitate their involvement in the campaigns;
- Participate in internal staff meetings and training for members and allies;
- Build power through voter registration and education campaigns, ally development, and participation in coalitions or networks as assigned;
- Perform database entry and writing timely, regular reports;
- Meet grants deadlines and others established by supervisor;
- Understand and promote SEPA Mujer membership, programs and services and support the development and expansion of the organization;
- Provide quality customer service, interactions and responses to all members, partner organizations, vendors, visitors, callers and any other individual or organization you may encounter in your role with SEPA Mujer;
- Design and create promotional, educational and outreach materials for programs and campaigns;
- Support communications, including press contacts, email blasts, web posts, and social media;
- Play a supporting role in fundraising (such as the annual Gala, #GivingTuesday) and grant-writing;
- Perform other job-related duties as assigned.

Education/certification, knowledge, skills and abilities

required:

- Demonstrated commitment to social justice;
- Minimum 2 years of organizing experience (labor or community);
- Experience working on the grassroots level with a member-driven organization or campaign;
- Self-motivated and dedicated, with a proven ability to work independently under pressure and overcome obstacles;
- Eager to learn alongside a dynamic and effective team (team-work oriented);
- Ability to work collaboratively with multiple stakeholders and staff with various roles, responsibilities and personalities;
- Meet deadlines established by supervisor;
- Excellent communication, organizational, and interpersonal skills;
- Valid Drivers' License and reliable car;
- Bilingual English-Spanish required;

- Willing/able to travel throughout Long Island with experience working on Long Island;
- Must be comfortable driving passengers and/or driving community members in a personal vehicle from time to time;
- Maintain a positive attitude;
- Available to work evenings and weekends when needed;
- Computer skills, including word processing, databases, excel and PowerPoint.
- Required to be fully vaccinated with an FDA-approved COVID-19 vaccine prior to the first day of employment.

Job Type: Full-time

Salary: \$46,000 - \$55,000 (Commensurate with experience)

Benefits:

- Health insurance
- Vision and Dental Insurance
- Paid time off
- Parental leave
- Flexible Spending Account (FSA)

Deadline to apply: July 30, 2022.

Send a Cover Letter and Resume to:

E-mail: jobs@sepamujer.org

For more info: (631) 980-2555 / sepamujer.org

SEPA Mujer, Inc. does not discriminate on the basis of race, color, religion, sex, national origin, disability or sexual orientation.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.