



## **Job Announcement: Parent Organizer**

Applicants should be passionate about transforming lives and supporting youth and parent led campaigns focused on improving schools.

Coleman Advocates for Children and Youth is a member-led, multi-racial, intergenerational community organization working to create a city of hope, justice, and opportunity for children and families in San Francisco. We organize poor and working class BIPOC (Black, Indigenous and people of color) youth and families – primarily Black, Latinx, and Pacific Islander – to build power in their schools, communities, and in their own lives.

This is the primary staff role of PMAC. The position will supervise parent leaders, and report to the Organizing Director. We seek an individual with experience as an organizer and program coordinator/director, who can ensure that PMAC develops and meets annual membership, leadership development, campaign, and academic support goals. Major areas of responsibility include.

***People (and/or people who have family members) with lived experience surviving the school to prison pipeline are strongly encouraged to apply.***

### **Job Summary:**

This person will be the primary organizer for our Latinx base in the Excelsior. They would do outreach, facilitate meetings, create agendas, host one on ones with our members, and support coordination of campaigns.

**Start Dates:** ASAP

**Salary Range:** \$45,000 to \$54,000

**Reports to:** Lead Parent Organizer

**Benefits:** Medical, dental, vision, and other benefits

**Location:** 459 Vienna Street, San Francisco, CA 94112

**Application procedure:** Email cover letter, resume, and 3 references to our hiring committee at [hire@colemanadvocates.org](mailto:hire@colemanadvocates.org).

### **Primary Responsibilities:**

Support growth of PMAC's membership base in SFUSD schools through outreach and recruitment

- Development of Winning, Parent-led Organizing campaigns
- Program Development & Evaluation
- Coordinate the Leadership Development program for members

- Create and Facilitate Political Ed and Skill-building workshops/trainings
- Intergenerational work with Coleman's youth membership
- Documentation and Data Entry
- Coalition & Alliance Building

**Primary Qualifications:**

- Bi-lingual (Spanish)
- Ideally, we are looking for someone with concrete parent organizing experience with Latinx families. We will also consider applicants with at least three years community organizing (or a combination of organizing and leadership development) experience with other populations.
- Passion for social justice and improving the lives of low income and working class families of color.
- Demonstrated respect for the culture and leadership of parents.
- Knowledge of, and experience with, membership base building organizing models.
- Knowledge of San Francisco Unified School District, School Site Councils, English Language Advisory Councils, PTA's and other school site specific governing structures.
- Experience with leadership development skills training and popular education, including curriculum development.
- Highly organized; able to achieve goals in multiple work areas within established timelines.
- Experience and ease working with people of different class, race, and ethnic backgrounds.
- Flexibility, lots of energy, and an ability to flourish in a fast-paced, action oriented, environment.
- Willingness to attend night and weekend activities.
- Valid driver's license.

**Preferred Qualifications:**

- Case management experience
- Experience with policy campaigns
- College degree
- Strong writing skills, including grant writing
- A sense of humor
- Familiarity with San Francisco communities
- Knowledge of education justice policy issues
- Owns/has regular access to a car
- Parent of a student(s) in an SFUSD public school

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*We are an affirmative action employer. Current and former CMAC, YMAC and PMAC members, BIPOC, and formerly incarcerated applicants with a deep understanding of San Francisco's unique history and politics are strongly encouraged to apply.*

*It is the policy of Coleman Advocates to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, creed, religion, sex, national origin, ancestry, citizenship status, age, marital status, sexual orientation, physical or mental disability, veteran status, liability for service in the Armed Forces of the United States or any other classification prohibited by applicable law. Coleman works to ensure fair treatment of applicants and employees and actively enforces policies against discrimination and sexual harassment.*