

Cancel the Contract Antelope Valley

CTC Campaign Coordinator Job Description

Overview:

Cancel the Contract: Antelope Valley (CTC-AV), a program of Paving the Way Foundation, is seeking a Campaign Coordinator to drive the day to day work of the CTC Coalition and programs. This position is a full-time, and requires exclusivity (candidates cannot have other full time, part time, or contract positions). The Campaign Coordinator will serve as lead organizer and be responsible for growing the coalition's membership, managing the coalition's programming, and supporting the coalition's communications and policy development. The Campaign Coordinator will be expected to work in a fast-paced working environment where it is normal to be accessible "around the clock."

To apply, please submit a resume, along with either a cover letter or a short video (under 2 minutes) on why you are pursuing this position and why you are the right candidate, as well as 3 professional references to programdirector@cancelthecontract.org with the subject line "APPLICATION: CAMPAIGN COORDINATOR - (Your Name)". Applications submitted without this subject line may be missed, and applications submitted without a cover letter or video won't receive a reply.

About Cancel the Contract: Antelope Valley:

Led by a Coalition Steering Committee of Waunette Cullors (WOW Flower Project), Raquel Derfler (CHIRLA, Activist and Organizer), Arthur Calloway II (Vote Your Power Back, AV Black Chamber of Commerce), Cortez Chandler (Timelist Group, Inc.), and Foremost King (PS ARTS). CTC-AV is a coalition of community organizations and leaders from the Antelope Valley calling for the end of law enforcement violence and racism in their communities. They are calling on their cities and schools to cancel the contracts with the LA Sheriff's Department (LASD) and reinvest those dollars in a new vision of community safety and meaningful services for their students and the community. In 2015, the US D.O.J. settled a lawsuit against the cities and LASD for their Section 8 housing discrimination and constitutional rights violations against Black and Latino residents. Despite more than 7 years of Settlement Agreement oversight by the D.O.J. Monitoring Team, LASD and L.A. County continue to be out of compliance on the vast majority of indicators, including unlawful and racist stops, searches, backseat detentions, use of force, handling of complaints, and positive community engagement. Read the DOJ settlement agreement [here](#).

About Paving the Way Foundation:

The host organization, Paving the Way Foundation, was formed in the Antelope Valley in 2006 to serve one of the fastest growing reentry populations in LA County. PTW provides a wide range of reentry and intervention services, including housing assistance, linkage to drug treatment, employment, life skills, teaching people how to rise above their circumstances of poverty, hurt, sickness and depression.

Compensation, Benefits, and Position Requirements:

- Based in Antelope Valley, CA
- Vehicle or access to alternative transportation required, at own cost
- Monthly rate ranging from \$4,500-5,500, depending upon experience
- Minimum of 4 weeks vacation plus all major holidays in a calendar year

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Cancel the Contract Antelope Valley

- This is a full-time position which requires exclusivity, meaning the contractor cannot maintain additional paid or volunteer positions. Serving on Boards and Commissions will be considered on a case by case basis, depending on hours required for each role.

Primary Responsibilities:

Coalition Management

- Create and maintain a database of all CTC-AV Coalition members, collecting key data points including contact information, organization, website and social media handles, logos, membership agreement, and Workgroup and/or Subcommittee assignments.
- Work with the PM to create an Outreach Strategy, including target constituencies and intended outreach tactics to grow coalition membership and community partners.
- Work with the PM recruit, secure, train, and coach new Steering Committee members
- Draft and send regular emails, calls, and text updates to Coalition, covering upcoming meetings, actions, and report-backs on campaign activity.
- Work with Co-Chairs to prepare agendas for monthly Coalition meetings and bi-monthly Steering Committee meetings, and ensure facilitation and notetaking occurs in meetings.
- Working with the Program Manager, create quarterly action plans for campaign priorities, programs, and tactics, including plans for each Workgroup.
- Create a regular meeting schedule and secure logistics (Zoom, etc.) for each Workgroup.
- Develop and offer periodic training sessions on community organizing for coalition members.
- Identify opportunities for public testimony on campaign demands and organize Coalition participation.
- Schedule, organize, and host town halls, forums, protests, trainings, and other community meetings.
- Develop a Speakers Series to get Steering Committee members and other Coalition members out into the community presenting on the campaign.
- Attend and participate in partner organization meetings.
- Maintain an inclusive, empowering, and collaborative work environment.

Coalition Policy and Communications

- Finalize drafts of campaign talking points, campaign letters, and other official communication related to demands and policy stances, ensuring feedback from Co-Chairs and other Steering Committee members.
- Work with the CTC Communications Firm and provide direction and feedback on press, e-mail, social media, design, website, and video communications and branding.
- Oversee local team to support with social media content creation and posting.
- Conduct research on identified campaign priorities as directed by Program Manager and Co-Chairs.
- Conduct monthly review of the website and provide feedback to the Website team.
- Serve as the point person for the press and direct inquiries to designated team members.
- Attend and present at fundraising meetings and events as directed by the PM.

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Preferred Qualifications & Experience:

- 3-5 years of community organizing experience, ideally in issues-based setting(s).
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Passionate about, and alignment with, campaign's mission and demands.
- Action-oriented, entrepreneurial, and adaptable approach to planning.
- Ability to work effectively in collaboration with diverse groups of people.
- Ability to exercise high levels of discretion with confidential information, and sound judgment on matters related to team culture.
- Solutions-oriented and proactive problem solver.
- Ability to work independently, self-directed, and taking broad guidance and applying it to specific programmatic context.
- Ability to work quickly and cooperatively under pressure to meet tight deadlines.
- Excellent organizational skills.
- Knowledge of using G-mail, Microsoft Office Suite, Zoom, and other Applications.

Our Commitment to Diversity, Equity, and Inclusion:

Paving the Way prohibits discrimination of employment, promotion, compensation, terms, conditions or privileges of employment on the basis of gender, disability, race, ethnicity, age, national origin, color, creed or sexual orientation, marital or parental status, veteran's status or any other basis prohibited by applicable law. Paving the Way is an equal opportunity employer and will comply with all applicable laws prohibiting discrimination in employment.

CTCAV and PTW encourage people of color and directly-impacted people to apply.