



CTC Organizer Job Description

Overview:

Cancel the Contract Antelope Valley (CTC) is seeking a full time organizer to grow the CTC Coalition and coordinate the day to day work of the CTC Coalition and programs. This position requires exclusivity (cannot have other full time, part time, or contract positions). The position will serve as lead organizer and be responsible for growing the Coalition’s membership, coordinating programming, and supporting CTC’s communications and advocacy work. The Organizer will be expected to work in a fast-paced working environment where it is normal to be accessible “around the clock.”

To apply:

- Send an email to info@ctcav.org, with the subject line: “*APPLICATION: CTC ORGANIZER - (Your Name)*”.
- Attach a resume
- Include 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
- Include 3 professional references.

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:

CTCAV 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. CTC is urging AV 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.

Compensation, Benefits, and Position Requirements:

- \$3,500-4,500/month (\$42,000-\$54,000/year), depending upon experience.
- Minimum of 2 weeks’ vacation plus all major holidays in a calendar year.
- This is a contractor (1099) position.
- Vehicle or access to alternative transportation required, at own cost.
- Must live in or be able to travel to the Antelope Valley 2 times/week.
- This position 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:

- Create and maintain a database of all CTC-AV Coalition members, collecting key data points including contact information, organizational affiliations, social media handles, and CTC Committee they want to join.
- Work with the CTC Team to create an Outreach Strategy, including target constituencies and intended outreach tactics to grow coalition membership and community partners.



- Develop a Speakers Series to get Steering Committee members and other Coalition members out into the community presenting on the campaign.
- Draft and send regular emails, calls, and text updates to Coalition, covering upcoming meetings, actions, and report-backs on campaign activity.
- Work with CTC Team to prepare agendas and speakers for Coalition meetings and other CTC meetings, and ensure facilitation and notetaking occurs in all meetings.
- Support Committee Chairs with logistics (Create a regular meeting schedule and arrange platform (Zoom, etc.), notetaking, agendas, etc).
- Schedule, organize, and host town halls, forums, protests, trainings, and other community meetings.
- Provide public testimony on campaign demands as needed and organize Coalition member participation.
- Attend and participate in partner organization meetings as needed (CTS, BLMLA).
- Create drafts of campaign talking points, campaign letters, and other official communication related to demands and policy stances.
- Provide support and feedback on press, e-mail, social media, design, website, and video communications as needed.
- Conduct research on identified campaign priorities as directed by staff.

Preferred Qualifications & Experience:

- Passionate about, and alignment with, CTC’s mission and demands.
- 2-5 years of community organizing experience, ideally on justice issues.
- Good writing skills (note taking, public testimony talking points, letters to elected officials)
- Strong verbal communication skills, a persuasive and passionate communicator.
- Excellent organizational skills (note-taking, follow-up, scheduling, closing loops).
- Competency using G-mail, Microsoft Office, Zoom, and other Applications.
- 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.

Our Commitment to Diversity, Equity, and Inclusion:

CTC 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. CTC is an equal opportunity employer and will comply with all applicable laws prohibiting discrimination in employment.

CTCAV encourages people of color and directly-impacted people to apply