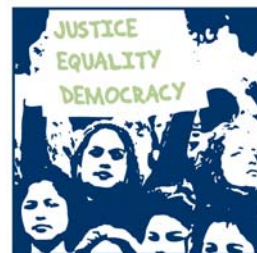


Western States Center Job Announcement

Racial Justice Program Director



Posted: Monday, November 9, 2015

Western States Center is looking for a skilled and visionary Racial Justice Program Director to join our team. The Racial Justice Program Director is a multi-faceted position that involves program planning, training, evaluation, staff management, fund cultivation, and serving as part of the management team of the organization. A core responsibility is to build upon the Center's existing programs to institutionalize racial equity and the vision of racial justice for a wide range of organizations working for social change. This position works closely with the Center's Gender Justice Program Director to create a cohesive annual program plan for the organization. The ideal candidate will have best practices for racial justice to offer, as well as enjoy and be open to learning from others and incorporating new perspectives, issues, and experiences. Center programs in 2016 will include working on community organizing support for immigrant rights, transgender rights, abortion access, and reproductive justice. Strong writing ability, attention to detail, high personal organization, and ease of tracking multiple projects simultaneously are required. Qualified candidates will have 5+ years of implementing and innovating programs that advance community organizing for racial, gender, and economic justice. This is a full time exempt position that will remain open until filled, with initial interviews starting on a rolling basis in December. This position reports to the Executive Director.

Responsibilities of this position include:

- Develop programs and strategies rooted in the Center's Theory of Change that community organizations can use to deepen their work for racial justice
- Create annual program work plan with the Gender Justice Program Director to make most effective use of Center staff, time and resources that are in service of movement building, leadership development, civic participation and community organizing power
- Primary point person for racial justice training requests, evaluate and implement fee for service contracts aligned with Center's mission
- Core trainer for all of the Center's programs, including the Building Reproductive Autonomy and Voices for Equity program, and other programs as appropriate
- Writing, editing and standardizing Center resources such as curriculum, worksheets and other tools
- Supervise assigned program staff, including individual work plan development, troubleshooting and program oversight
- Collaborate with other Directors to create a healthy work place and organizational culture that assures the organization is living up to its mission and vision

Communications

- Research, writing, publications and presentation on trends and analysis that support the program and the overall goals of the Center
- Maintain appropriate communications about program activities with staff, board and external communications such as e-news, website, and printed publications
- Assure appropriate documentation from the field is filed or archived for future reference

Development

- Support proposal development with program narrative, work plans and budgets
- Contribute to the Center's grassroots fundraising culture by participating in our fundraising campaigns
- Be available to represent the Center at appropriate conferences, events, and meetings that advance the organization's profile and interests

Typical Tasks

- Provide technical assistance on topics such as strengthening organizing campaigns, leadership development programs, or integrating values into program work with partner organizations
- Train curriculum for partner organizations, at our own conferences and for fee for service
- Participate in the planning and implementation of our Activists Mobilizing for Power conference and other trainings and strategy meetings
- Serve as a liaison between the Center and our primary constituencies, including grassroots organizations, key allies, Center staff and board of directors.
- Meet regularly with Directors' team; participate fully in staff and board meetings, caucuses and strategy sessions
- Travel to work with partner organizations nationally, typically 4 – 6 nights a month

Qualifications:

- Five or more years working in and building grassroots organizations dedicated to social justice
- Solid planning and coordination skills, attention to detail and follow-up
- Demonstrated cultural proficiency and experience working with communities and organizations of color and in multi-cultural settings, which may include Native American, Black, immigrant and refugee communities, Gay, Lesbian, Bisexual, Transgender community organizations
- Experience developing and delivering issue, organizing, and organizational development training curriculum
- Solid understanding of the issues involved in organizing for economic and social justice, and a strong commitment to meeting the particular challenges facing communities-of-color, low-income communities, LGBT and queer communities and organizations working in rural communities
- Understands and committed to building a grassroots fundraising culture
- Excellent writing skills for a range of audiences, from technical research to blogs to proposals

Desired but not required:

- Experience with the tools of civic participation, political advocacy and electoral campaigns
- Knowledge of the political landscape of the Northwest and interior west
- Valid driver's license
- Language skills other than English

Salary & Benefits:

This is a full time exempt position based in Portland, OR. Excellent benefits including health and dental insurance, retirement benefits, paid sick leave, vacation, and sabbatical. Starting annual salary range is \$52,000 - \$58,000 depending on experience.

Only complete applications submitted through our online system will be considered. Due to the high volume of applications, only those selected for further consideration will be contacted. No phone calls, please.

Complete applications include:

- Completion of our online application including answers to essay and other questions:
- Cover letter clearly outlining the specific skills and knowledge you bring to the job and how they are a good fit with the responsibilities of this position
- A resume detailing relevant experience, work history, education and accomplishments

To apply, please complete the online application form with a letter of interest, your resume, and three references that can speak to your ability to meet the job requirements outlined above. There are three questions you must respond to online as that must be answered in order for your application to be considered.

The questions and application may be submitted via our secure webform here:

<https://fs18.formsite.com/western/form42/index.html>

Interviews will be conducted beginning in December rolling basis. Please submit your information in a timely way.

Western States Center is an EEO employer and encourages applications from people of color, lesbian, gay, bisexual, and transgender people, and women.