

Job Title	Coordinator of Strategic Initiatives
Employer/ Agency	Houston in Action
Job Description	<p>Support with Campaign Management</p> <ul style="list-style-type: none"> • Facilitate Task Forces and Working Groups (including preparing agendas and meeting materials), ensure information flows appropriately across Houston in Action’s various groups, and maintain communication with individual participants to sustain their engagement in Houston in Action <ul style="list-style-type: none"> ○ Interface with members, partners, elected officials and staff, funders and other relevant stakeholders needed for successful completion of the work • Work with all staff and consultants necessary to complete the coordination priorities for each campaign. • Engage and support the Coordination team in expanding HiA’s organizing plans in the LatinX, Black and AAPI communities in Houston <p>Support with Academy Coordination</p> <ul style="list-style-type: none"> • Support the Organizer in co creating and facilitating racial justice trainings to advance our commitment to racial justice • Support the Organizer in managing relationships with other local training entities and aligning local training plans by experts to enhance the collective regional efforts. <p>Support with Membership Management</p> <ul style="list-style-type: none"> • Utilize strong interpersonal and public speaking skills to effectively communicate about Houston in Action and the civic engagement field to all relevant community partners • Promote inclusivity and create safe spaces for difficult conversations • Develop and oversee a communications and community engagement plan that: <ul style="list-style-type: none"> ○ Create Awareness of Houston in Action ○ Include community voice/voice of those with lived experience in all facets of Houston in Action ○ Encourages community partners to align their work to Houston in Action’s goals and strategies • Secures commitment necessary from power brokers and influencers • Engage Houston in Action members through their memberships process (new members and retention). • Actively look for and engage new partners into the collective work of Houston in Action • Support partner organizations in aligning their resources to Houston in Action’s goals and strategies, including state or federal funding sources <p>Special projects</p> <ul style="list-style-type: none"> • Leading special projects as identified and agreed upon with the Director of Coordination and/or the Executive Director

Qualifications	<p>We seek an experienced and energetic professional to support our Coordination work which encompasses our:</p> <ul style="list-style-type: none"> • Academy: specifically focused on bringing together and expanding collectively our knowledge on racial justice, organizing and systems that impact our lives; • Membership: building and maintaining, true and close relationships with our network of members and partners that support and are supported by the coalition. • Coordination of Campaigns: Currently on equitable vaccine distribution. • Long-term Organizing: building and maintaining a long term strategy to advance leader centered strategies to build people power in Black, LatinX and AAPI communities. <p>A strong candidate will have experience in facilitation of stakeholder engagement with diverse backgrounds, as well as have a deep understanding of racial justice frameworks and how to coordinate campaigns.</p>
Salary/Hours	Full-Time, \$50,000-\$65,000
Employer/Agency	Houston in Action
City, State, Zip	Houston, TX
Email Address	Contact: Ana@houstoninaction.org for more information.
Application Method	https://www.houstoninaction.org/jobs/coordinator-of-strategic-initiatives/
Opening Date	Immediate

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.