



New York City Anti-Violence Project

116 Nassau Street, 3rd Floor
New York, NY 10038
212.714.1184 voice | 212.714.2627 fax
212.714.1141 24-hour hotline

Title: Community Organizer (Two Open Positions)
Department: Community Organizing and Public Advocacy
Reports to: Lead Organizer

The New York City Anti-Violence Project (AVP) envisions a world in which all lesbian, gay, bisexual, transgender, queer (LGBTQ), and HIV-affected people are safe, respected, and live free from violence. AVP's mission is to empower LGBTQ and HIV-affected communities and allies to end all forms of violence through organizing and education, and support survivors through counseling and advocacy. The Community Organizing and Public Advocacy department leads AVP's organizing, education, policy advocacy, and research work.

AVP is currently celebrating its 40th Anniversary, and since its beginning has been at the forefront of defining and shaping a movement to address and prevent violence.

PRIMARY FUNCTIONS

The New York City Anti-Violence Project is looking for **two** energetic and committed individuals to fill **two** Community Organizer roles in our Community Organizing and Public Advocacy (COPA) department. The position calls for a person who is excited to build the power and infrastructure of our community of survivors and allies to advance campaign and advocacy work that will help address and prevent violence in the lesbian, gay, bisexual, transgender, queer and HIV-affected communities.

DUTIES AND RESPONSIBILITIES

Guided by the Lead Organizer, and in coordination with other staff, the Community Organizer will work to strengthen and build AVP's organizing base for AVP's city and state advocacy work, develop leadership, help shape campaign development, and sustain and build external partnerships.

COPA's current advocacy priorities that the Community Organizers will be leading or supporting on include addressing issues of intimate partner violence, sexual violence, and hate violence, all as they impact LGBTQ and HIV-affected communities, through campaigns on police violence, sex worker rights, housing, and shelter access. Responsibilities include:

Base Building & Outreach

- Conduct effective outreach and lead a team of community members to recruit new activists and meet goals to turn out people to key actions and events.
- Ensure that outreach and recruitment includes marginalized LGBTQ and HIV-affected communities, including transgender and gender nonconforming (TGNC) people, LGBTQ people of color, LGBTQ immigrants, low-income people, and Spanish speakers.
- Assess potential members' skills, confidence, and analysis and conduct regular one-on-one meetings.
- Track and keep record of community member engagement.
- Aid COPA in holding regular membership meetings and turning out community members.
- Outreach to community members, chosen and biological family, and community partners when individuals have been impacted by hate violence. Collaborate with COPA team members to organize rapid responses to violence against LGBTQ people.
- Do digital outreach to LGBTQ and HIV-impacted people to raise awareness of AVP's hotline and free services as well as COPA's trainings and campaigns.

Leadership Development and Training

- Work to develop the skills, capacity, and analysis of community members through informal and formal leadership development.
- Lead political education trainings for community members.
- Collaborate with other COPA team members to develop and evaluate effective training modules.

Campaign Strategy and Development

- Develop and implement organizing strategies to respond to local incidents of violence.
- Lead and develop one of AVP's campaigns with the support of the Organizing team and community members. Through our hiring process we will identify and discuss suitability of candidates for each campaign and aim to make hires whose skills and interests compliment each others'.
- In collaboration with other staff, develop campaign strategy and innovative tactics, plan actions conduct campaign research, create campaign materials and demands, and mobilize for actions.
- In collaboration with the Organizing team, plan and facilitate monthly community meetings.

Build External Partnerships

- Represent AVP on various coalitions.
- Mobilize our community members for partner actions.
- Work in collaboration with organizational partners to amplify joint organizing campaigns.

Coordination

- Coordination of key campaigns and projects, including planning and scheduling meetings and agendas; monitoring campaign progress and delegating to other team members/campaign partners, and other logistics as needed Other duties as directed by supervisors

Other Duties as Directed by Supervisor

REQUIRED QUALIFICATIONS

- 1-2 years of previous experience as a community organizer in a professional, volunteer, or activist capacity.
- Cultural competency in working with lesbian, gay, bisexual, transgender, queer, and HIV-affected communities, and commitment to ending violence within those communities.
- Commitment to anti-oppression work, where oppression is understood as a system that gives some people, groups, or communities power over other people, groups or communities because of their identities and experiences.
- Knowledge of Microsoft Office suite, Google Suite, and comfort with Zoom for meetings and trainings.
- Ability to outreach and work with people from a variety of backgrounds.
- Excellent organizational skills with ability to manage diverse projects simultaneously.
- Excellent oral and written communication skills, interpersonal skills and self-motivation.
- Positive, proactive and personable team player.
- Ability to work independently and as part of a collaborative team.
- Ability to handle confidential materials.

PREFERRED SKILLS

- Bilingual in Spanish and English.
- Demonstrated experience in digital outreach and organizing.
- Special interest in building power among LGBTQ low-income people of color to fight for social, economic and racial justice.

- Experience working on social justice campaigns with clear advocacy goals and base-building strategies.

SALARY & BENEFITS

This is an at-will, non-exempt position with an annual salary range of \$47,500 to \$50,000 for a 35 hour a week schedule, typically 10am - 6pm Monday through Friday with a one hour lunch break. The position requires some evening and weekend work. This position is based in the AVP office in Manhattan, but is currently remote through at least April 1, 2021 due to COVID-19.

Good benefits and working environment. Benefits include, but are not limited to, paid time off amounting to over 5 weeks in first year of employment plus generous sick time, medical, dental, vision, life, and disability insurance, 403(b) retirement investment plan (employee contribution only), flexible spending accounts for medical and transit costs, pooled sick leave, paid family leave, and flexible/remote work options.

APPLICATION & HIRING PROCESS

Upload resume and cover letter to <https://bit.ly/avpishiring> by January 15, 2021. After January 15, we will continue to review applications on a rolling basis as long as the positions remain open.

All interviews will be conducted by Zoom, and we expect to have a screening call with the Lead Organizer, followed by two rounds of interviews with groups of AVP staff. Candidates may be asked to do a mini training or presentation, for which they will retain the intellectual property. Alterations to the process may occur, dependent on applicant pool. We will make an effort to communicate our process clearly and answer questions promptly. We hope to hire and begin onboarding by March 2021.

No phone calls, please. Candidates will be notified if we are seeking an interview; because of the high volume of responses it will not be possible to respond to all inquiries.

AVP is committed to providing equal employment opportunity to all qualified individuals and endeavors to hire individuals of diverse races, colors, creeds, ethnicities, religions, genders, gender identities or expressions, ages, sexes, sexual orientations, national origins, disabilities, and citizen, marital, veteran and HIV statuses. There is no minimum education requirement for this position.