



**New York City Anti-Violence Project**  
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## **JOB ANNOUNCEMENT – COMMUNITY ORGANIZER**

**Title:** Community Organizer

**Department:** Community Organizing and Public Advocacy

**Reports to:** Manager of Advocacy and Organizing

### **The New York City Anti-Violence Project**

The New York City Anti-Violence Project's (AVP) mission is to empower lesbian, gay, bisexual, transgender, queer, 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 (COPA) department leads AVP's organizing, education, policy advocacy, and research work.

### **Primary Functions**

The New York City Anti-Violence Project is looking for an energetic and committed individual to fill the open role of Community Organizer in our Community Organizing and Public Advocacy department. AVP is seeking an organizer who will help move our anti-violence work forward. 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 (LGBTQ) and HIV-affected communities.

### **DUTIES AND RESPONSIBILITIES**

Guided by the Manager of Advocacy and Organizing, 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 member leadership, help shape campaign development, and sustain and build external partnerships. Responsibilities include:

#### **Base Building**

- 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 include marginalized LGBTQ and HIV-affected communities, including transgender and gender nonconforming (TGNC) people, LGBTQ people of color, LGBTQ immigrants, low-income people, and those who are unhoused.
- Assess potential activists' 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 mobilizing community members.

#### **Leadership Development**

- Work to develop the skills, capacity, and analysis of community members through informal and formal leadership development.
- Develop a program to lead a cohort of members focused on a specific issue area (i.e., survivors of hate violence, sex work advocacy, etc.)
- Lead political education trainings for community members.

- Collaborate with other COPA team members to develop and evaluate effective training modules.

### **Campaign Strategy and Development**

- With the Organizing Team, develop and implement organizing strategies to respond to local incidents of violence.
- In collaboration with COPA staff, develop campaign strategy and innovative tactics, conduct campaign research, create campaign materials, 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 partners to implement joint organizing and advocacy projects.

### **Coordination**

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

### **REQUIRED QUALIFICATIONS**

- 1-2 years of previous experience as a community organizer in a professional, volunteer, or activist capacity.
- Cultural competency in working with LGBTQ 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**

- 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.
- Bilingual proficiency in Spanish and English.

### **SALARY & BENEFITS**

This is an at-will, non-exempt position with an annual salary range of \$50,000 - \$53,000. Applicants who use more than one language at work are eligible to receive a \$1,000 salary enhancement in addition to their base salary. Hours are generally 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 and will require a hybrid of both remote and in-person work during 2023.

**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**

Interested applicants can upload their resume and cover letter as a single PDF to <https://bit.ly/avpishiring> by March 24, 2023. After March 24th, we will continue to review applications on a rolling basis as long as the position remains open. Interviews will be scheduled on a rolling basis.

**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.*