

Position Commitment Estimate: 2-3 years, 40 hours a week (Full-Time)

Potential Start Date: October-November 2020

Annual Salary: \$51,521.60 plus generous benefits package

Directly Supervised by Co-Director: Currently Cleopatra Acquaye-Reynolds

Membership Engagement & Leadership Coordinator

The Audre Lorde Project (ALP) is a Lesbian, Gay, Bi, Two Spirit, Trans and Gender Non Conforming (LGBTSTGNC) People of Color (POC) center for community organizing, focusing on the NYC area. Through mobilization, education and capacity-building, we work for community wellness and progressive social & economic justice. Committed to struggling across differences, we seek to responsibly reflect, represent and serve our various communities.

As a local organizing center and nationally recognized organization in the struggle for racial, social, and economic justice, ALP is hiring for the position of Membership Engagement & Leadership Coordinator to build our membership base and expand our political education work. With the completion of our 3-year strategic plan in 2019, our membership uplifted a long-term goal of grounding ALP as a Political Education and Organizing Center for LGBTSTGNC POC. Using creativity, ALP's mission, and organizing principles this position will work collaboratively with members, staff and board to coordinate our leadership development, training, and base building program for all of ALP's membership base.

What does the Membership Engagement & Leadership Coordinator do?

- Builds our base, and transforms our memberships lived experiences into political education to fortify our campaign work.
- Creatively implements and evaluates a year round membership recruitment, retention and development strategy and structure in collaboration with relevant board, staff and volunteer leadership.
- Supports with training and facilitation in all ALP programming areas.

Role Commitments

- Leadership Development & Facilitation (40%)
 - ALP is a member-led organization, so ensuring those members feel empowered, politicized, and engaged in the current campaign/coalition work is a priority.
 - Managing the 75+ Core & Active ALP members, plugging them into ALP/Movement Opportunities, and preparing them to be sustainable leaders. Teaching our members how to facilitate work that is most impactful for the community.
- Engaging Community in to the ALP Membership Structure (20%)

- Being informed about all the programs at ALP to ensure consistency members have a quality experience within the organization.
- Creating opportunities for member investment that leads to meaningful and relevant leadership entry points.
- Campaign & Community Organizing via Coalition Building (20%)
 - Working with other organizations (or groups of organizations) to carry ALP's mission into different organizing spaces, as well as providing technical assistance to our community partners.
- Programmatic & Organizational Administration Support (20%)
 - Contributing to ALP's program work by assisting at events and member meetings.
 - Collaborating with other program coordinators or directors for projects or events.
 - Using databases to track member needs, development, and leadership goals.
 - Utilizing evaluation tools in ALP programming, member feedback, and overall campaign work.
 - Leading or supporting on different working groups or committees to support organizational culture.
 - Reporting programming work to our members, board, & community at large.

Qualities We Expect of All ALP Staff

- Advances mission
- Communicates with integrity
- Embodies a culture of respect
- Organized working style
- Transformation of self
- Reliable and shows respect for others time

Qualities We'd Love to See in an Applicant

- Excellent interpersonal and communications skills.
- Strong working knowledge of LGBTSTGNC POC, LGBTSTGNC & POC communities, resources and services in the NYC area.
- Strong experience in program development, implementation and evaluation with communities facing the greatest barriers to survival.
- Strong relationship with feedback culture.
- Experience working in member-led environments, and delegating tasks.
- Strong peer-counseling, conflict-management and crisis management skills.
- Experience managing volunteer committees including experience cultivating leadership and decision-making among community members including community led program development.
- Able to use PC-based word processing and database programs.
- Ability to work flexible hours, including evenings and weekends, usually 2 evenings a week.
- Experience developing and leading grassroots community organizing campaigns preferred.
- Multilingual in English and another language preferred.

What You Don't Need

- A college degree. ALP recognizes that this is a common barrier to keep people of color and people from low-income backgrounds out of positions of power.

Who Should Apply?

The Audre Lorde Project is committed to justice for LGBTSTGNC people, people of color, women and femmes, immigrants, poor and low-income people, people with disabilities, chronic health issues, and mental health concerns, formerly and currently incarcerated people, youth, elders, parents, those living with HIV, and those practicing religion or faith. ALP offers equal opportunity employment to all of these groups and others required by law.

We believe that our people have the tools and lived experiences to fight for their own liberation and must lead the movement for justice. Therefore, we prioritize our work being led by those most affected by our work. Applicants must be based in NYC.

What Benefits does this position provide?

ALP pays for 100% of premiums for employee health, dental, and vision coverage; flex spending account and additional wellness programs; retirement account; commuter benefits; life insurance; and annual professional development stipend. Generous leave benefits provided, including vacation, wellness and sick days, personal days, holidays, and the first week of July, last week of November, and last two weeks of the year off.

How do you apply?

Applications should include a resume and cover letter. Please send all documents as a single PDF document to hiring@alp.org, stating position of interest in the subject line. Please note that applicants who are being considered for second round interviews will also be asked to submit a sample workshop agenda and work plan.