

Position Commitment: 40 hours per week (full-time)

Location: Brooklyn, New York

Potential Start Date: October 2024

Annual Salary: \$66,000 plus generous benefits package

**Reports to: Campaign Manager**

# Membership Engagement & Leadership Development Coordinator

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*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.*

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As a local organizing center and nationally recognized organization in the struggle for racial, social, and economic justice, the Audre Lorde Project is hiring for the position of Membership Engagement & Leadership Coordinator to build our membership base and expand our member leadership capacity. With the completion of our 5 year strategic planning in June 2024 our membership uplifted a long-term goal of grounding ALP as a Political Education and Organizing Center for LGBTSTGNC POC. In alignment with ALP's mission and organizing principles, this position will work collaboratively with members, staff and board to coordinate our base building and leadership development program for all of ALP's membership base.

## **What does the Membership Engagement & Leadership Coordinator do?**

1. Builds our base, and transforms our memberships lived experiences into political education to build collective power.
2. Creatively implements and evaluates a year round membership recruitment, retention and leadership development strategy and structure in collaboration with relevant board, staff and volunteer leadership.
3. Obtains, organizes, and maintains secure records of our membership using our database to facilitate communication and membership leadership development
4. Supports training and facilitation in all ALP programming areas.
5. Is informed about all the programs at ALP to ensure consistency and active engagement of members in programmatic work.

## **Role Commitments**

**Membership Recruitment and Leadership Development (40%)**

- Co-developing and maintaining systems to support membership recruitment and retention.
- Developing and maintaining an outreach plan and team (including staff and members) to expand, maintain and fortify our membership base.
- Revising and overseeing the membership orientation process to ensure members understand our guiding principles, organizing frameworks as well as our membership accountability and leadership guidebook.
- Working collaboratively with our membership base to develop their skills and knowledge to ensure they're empowered, politicized and prepared to be sustainable leaders.
- Supporting core, active and new members to engage in ALP/Political Movement opportunities and to organize in current campaign/coalition work.
- Creating opportunities for member investment that leads to meaningful and relevant leadership entry points.

### **Organizing and Maintaining Membership Data (25%)**

- Using our database (CRM) to track member needs, communications, development, and leadership goals.
- Maintaining and organizing our database with support from other staff.
- Obtaining, keeping and organizing documentation during outreach and membership engagement.
- Maintaining confidentiality, following and developing protocols as needed to keep our member data secure.

### **Campaign & Community Organizing via Coalition Building (15%)**

- Working with partner organizations and coalitions to collaborate in campaign and organizing work.
- Providing technical assistance as needed 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.
- Utilizing evaluation tools to collect member feedback on ALP programmatic work and 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 in organizing and building people power.
- Experience working in member-led environments, and delegating tasks.
- Strong peer-counseling, conflict-management and crisis management skills.
- Experience with consensus decision making.
- 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 submit your materials via this link in bambooHR.