

## **Hey Community!**

**ALP** is hiring 5 Outreach Organizers and 1 Data Entry Associate for our TransJustice Brick by Brick Campaign. During the months of May and June we will be conducting a story gathering and base-building drive and are looking for people who can work with us to do street outreach and organizational outreach all over the city.

### **AUDRE LORDE PROJECT CAMPAIGN CANVASSER & DATA ENTRY POSITIONS Temporary Positions May 30th - June 27th**

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

**TransJustice** (TJ) is a community organizing and advocacy group by and for people who identify as Trans and Gender Non Conforming people of color (for example people who identify as Trans, gender non-conforming, gender variant, gender deviant, butch lesbians, drag queens, bi-gendered, Two-Spirit, drag kings, femme queens, A.G., genderqueer, non-gendered, andro, crossdressers, gender-benders, etc.) TransJustice works to mobilize our communities and allies into action on the pressing political issues we face.

**TJ's Brick by Brick Housing Campaign** is a campaign to ensure and increase access to safe, affordable, long term housing for all Trans and Gender Conforming People of Color in New York City.

**TJ Brick by Brick Housing Campaign's Base-Building & Story Gathering Drive** | During the months of May and June our ALP family (TJ core members, volunteers and paid staff) will perform intensive outreach to the New York City constituents whose districts are represented by our councilmembers of the LGBT

Caucus as a collective effort to (a) gather stories about people's experience securing safe long term housing from Trans and Gender Non Conforming folks of color, family members of TGNC POC, landlords and community members and (b) to educate our neighbors about the housing needs of TGNC POC New Yorkers.

We are looking for three folks to fill the following temporary positions:

**Lead Canvasser (\$16/hr)**

*This position reports to the Deputy Director of Programs & TransJustice Coordinator.*

*Responsibilities:*

- Supervise canvassers and phone bankers, including training, technical support and coordination of canvasser's team meeting (weekly)
- Coordinate and conduct canvassing in the target districts
- Coordinate and conduct phone banking
- Coordinate and properly record all data from canvassing, phone banking, and other outreach
- Establish necessary action items with the TJ Coordinator
- Lead training for volunteer canvassers for action in June (Trans Day of Action)

*Qualifications:*

- Understanding of and commitment to ALP's organizational mission and guiding principles
- Working knowledge of issues facing TGNC POC, LGBTSTGNC and POC communities
- Ability working with multi-racial, multi-ethnic, multi-gendered, and intergenerational communities
- Ability to work with communities of varying abilities and commitment to maintaining accessibility across all program areas
- Outreach, canvassing and phone banking experience
- Excellent interpersonal and communications skills

This is a temporary position for up to 8-12 hrs a week during the months of May and June. Flexible hours - including evening and weekends - are a must.

**Canvasser (4 positions open) (\$15/hr)**

*This position reports to the Lead Canvasser.*

*Responsibilities:*

- Canvass in the target districts
- Canvass at LGBTSTGNC events & organizations
- Phone bank to recruit volunteers
- Identify people to tell their stories that are well suited to the campaign
- Support volunteers with canvassing and phone banking, including technical support
- Diligently record all information from canvassing, phone banking, and other actions
- Complete summary of each canvassing session to be shared with the Lead Canvasser

*Qualifications:*

- Understanding of and commitment to ALP's organizational mission and guiding principles
- Working knowledge of issues facing TGNC POC, LGBTSTGNC and POC communities
- Ability working with multi-racial, multi-ethnic, multi-gendered, and intergenerational communities
- Ability to work with communities of varying abilities and commitment to maintaining accessibility across all program areas
- Excellent interpersonal and communications skills

*This is a temporary position for up 8-10 hrs a week during the months of May & June.*

*Flexible hours - including evening and weekends - are a must.*

**Data Entry Associate (\$15/hr) |**

*This position reports to the Deputy Director of Programs & TransJustice Coordinator.*

*Responsibilities:*

- Collect and organize pledge cards and volunteer information from canvassing and phone banking
- Meticulously enter all data into Excel database
- Train and monitor volunteers supporting with data entry
- Upload Excel database into CiviCRM Database

*Qualifications:*

- Understanding of and commitment to ALP's organizational mission and guiding principles
- Working knowledge of issues facing TGNC POC, LGBTSTGNC and POC communities
- Ability working with multi-racial, multi-ethnic, multi-gendered, and intergenerational communities
- Excellent understanding of Excel and experience entering data and working with data sets

This is a temporary position for 5 - 15 hrs a week during the months of June & July 2019. Flexible hours - including evening and weekends - are a must.

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**How to Apply:**

**Applications will be accepted on a rolling basis until FRIDAY, MAY 31st at MIDNIGHT.**

- 1) A cover letter stating your interest in the position and your qualifications
- 2) A resume
- 3) One or two professional references (including their names/telephone/and emails)

**Please send applications to:** [rumi@alp.org](mailto:rumi@alp.org)

Via Mail to ALP Manhattan, 147 W. 24th St., 3rd Fl., New York, NY 10011

***No phone calls, please, \*no exceptions\*, only applicants advancing in the process will be contacted.***

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