Organizing Network Manager Job Posting

National CAPACD seeks a full-time Organizing Network Manager to grow our national network of AAPI grassroots organizations committed to the issue of anti-displacement.

The National Coalition for Asian Pacific American Community Development (National CAPACD) is a progressive coalition of local organizations that advocate for and organize in low-income Asian American and Pacific Islander (AAPI) communities and neighborhoods. We strengthen and mobilize our members to build power nationally and further our vision of economic and social justice for all.

National CAPACD seeks an Organizing Network Manager to help lead implementation of the organization’s community organizing programming. The Organizing Manager will nurture and grow a national network of organizations, the #OurNeighborhoods Network, which is dedicated to building grassroots power to win campaigns for tenant protections, housing affordability, and preventing displacement of low income residents from their homes and neighborhoods. In addition, the Organizing Manager will coordinate with and support other National CAPACD staff and local practitioners to advance federal housing and economic justice policies. This is a full-time position based in our Washington, DC office, and reporting to the Director of Community Empowerment.

Roles and Responsibilities Include:

- Build and maintain relationships with local organizations to grow the base of organizations and community leaders engaged in the #OurNeighborhoods network;
- Host regular peer-to-peer programming and online meetings to build the leadership, skills, and political analysis of impacted community residents and organizers;
- Update the #OurNeighborhoods toolkit and website with best practices and in-language resources for addressing displacement and building grassroots leadership;
- Collect stories on best practices in community organizing to feature on the #ON website and National CAPACD’s social media and communications products;
- Develop organizing skills and political education curriculum for annual organizing training institute and national assemblies;
- Produce culturally and linguistically relevant know-your-rights resources for low-income immigrant renters.
- Organize logistics for online and in person events, including ensuring events embody language justice, and accessibility practices;
- Develop policy briefs, reports, and written materials on housing and anti-displacement policy issues;

Other Functions and Responsibilities

- Contribute to shaping National CAPACD’s national policy agenda on issues of equitable development, housing, and neighborhood preservation;
- Represent the organization in national coalitions, conferences, and convenings;
- Assist with hosting organization-wide convenings and conferences that further National CAPACD’s work, including the biannual Building CAPACD Convention, and the Community in the Capital Advocacy Institute;
- Implement specific projects and campaigns that support the work of the organizing program and further National CAPACD’s mission, including fundraising and reporting activities.
Note: Travel is required for this position (when it is safe to do so).

Required Qualifications:
- Minimum of three years of work experience in a nonprofit, community-based organization;
- Strong relationship building, interpersonal, and written communication skills;
- Strong facilitation skills, including a working knowledge of popular education methodologies and approaches;
- Experience developing the leadership of impacted community members, ideally in low-income or people of color communities;
- Expertise or interest in the issue of gentrification, particularly as it impacts AAPI communities;
- Strong political analysis on the issue of gentrification and displacement, and understanding of the connections between housing justice and racial inequity;
- A deep commitment to social justice issues and an understanding of how issues of racial, gender, and economic justice impact AAPI communities;
- A team player with a demonstrated ability to work well in a small, highly collaborative environment;
- Ability to work a flexible schedule, including evenings and weekends, as needed and as scheduled.

Desired Qualifications:
- Bilingual in an Asian or Pacific Islander language;
- 3-5 years of experience working as a community, labor, or campaign organizer;
- Experience with language justice principles and practices;
- Experience with equitable development, land use, and housing policy;
- Lived experience with housing or economic insecurity.

Physical Factors:
- Ability to remain in a stationary position to operate a computer and other office productivity machinery, such as a calculator and printer, for an extended period of time;
- Must be able to travel overnight at least 5-6 times per year (when travel is safe)

Working Conditions:
- Moderate noise (i.e. business office with computers, phone, and printers; light traffic);
- Ability to work in a confined area indoors.

Compensation:
The Organizing Network Manager is an exempt, full-time position based in Washington, DC. Annual salary range is $60,000 - $75,000, depending on background and experience. Comprehensive benefits package includes health, dental, vision, life, and disability insurance, and a 403(b) plan.

To Apply:
Applications will be accepted until position is filled. Please email cover letter, resume to apply@nationalcapacd.org, with Organizing Network Manager as the subject line. Only complete applications will be considered.

National CAPACD is an Equal Opportunity Employer. People of color, members of the LGBTQ community, people with disabilities, and women are strongly encouraged to apply. Accommodations for applicants may be available upon request. No calls, please.

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