



## National Organizing and Advocacy Manager Job Description

**Organizational Description:** Founded in 1994, the National Latina Institute for Reproductive Justice (Latina Institute) builds Latina/x power to fight for the fundamental human right to reproductive health, dignity, and justice. We center Latina/x voices, mobilize our communities, transform the cultural narrative, and drive policy change. We amplify the grassroots power and thought leadership of Latinas/xs across the country to fuel a larger reproductive justice movement.

**Position Description:** Latina Institute seeks a bilingual (English/Spanish) committed, experienced individual who is passionate about reproductive justice, social justice, and racial justice to lead and manage the national base building and organizing strategy for Latina Institute. The National Organizing and Advocacy Manager is responsible for the co-creation and management of year-round national base-building activities, organizing campaigns and will work closely to ensure integration with state teams. They will help foster and deepen movement building relationships and be able to represent Latina Institute in national movement building spaces.

The ideal candidate will have extensive experience designing and leading successful campaigns, including civic engagement efforts, at the state or national level while also leading and supervising remote staff. They need a strong background in community organizing, as well as management and training experience. Experience using digital media technologies, leveraging civic engagement tools such as EveryAction, and the Voter Activation Network (VAN) is preferred.

The National Organizing and Advocacy Manager must have experience working with diverse communities; cultivating relationships and collaborations; working in a fast-paced environment and managing multiple priorities; and a strong working knowledge of the landscape of reproductive rights, health, justice, and other social justice spaces.

The National Organizing and Advocacy Manager reports directly to the Senior Director of Community Engagement Programs.

**Location:** Remote; New York, NY or Washington DC preferred as travel is required.

The Latina Institute operates as a remote organization but requires some roles to be based in specific locations and/or to operate in a hybrid way. Due to the nature of this role, you must be able to travel to various locations, to work from and participate in in-person events, meetings, and other activities.

**Employee Status:** Full Time, Exempt

40 hours per week, typically Monday through Friday, but this may be subject to change depending on program needs.

**Responsibilities include (but are not limited to):**

**National Base-Building Strategic Planning and Management:**

- Work with Senior Director of Community Engagement Programs and the national Community Mobilization team to develop and lead the national base-building and organizing strategy to cultivate activists at Latina Institute, this includes:
  - Managing the design, coordination, and planning of yearlong calendar of events that include trainings, campaign activities, and other engagement activities.
  - Ensuring the calendar aligns with organizational priorities and strategies.
  - Collecting and using data to inform activities and recruitment efforts, and
  - Preparing interim and final reports on all activities.
- Manage national campaign and digital organizing paid staff, fellows and/or interns.
- Help to manage systems and processes for inter-field communications and sharing of best practices across the organization.
- Recommend and help to execute a strategy, program, and budget to build Latina Institute programming in additional states.

**Interdepartmental Leadership:**

- Collaborate with other department staff to help execute and implement national base-building and organizing work, including but not limited to the Community Mobilization, Government Relations, and the Public Affairs teams.
- Collaborate with the Development department in fundraising efforts and grant reporting for national base-building and organizing efforts.
- Support Latina Institute's capacity to integrate new media technology and strategies into campaigns and increase online engagement.
- Commit to creating a sustainable, inclusive, and balanced workplace for staff and colleagues.

**National Leadership:**

- Work with the Senior Director of Community Mobilization and Senior Director of Government Relations, to help develop and foster relationships with national Latina/x civil rights leaders, reproductive health/rights/justice leaders, and other movement leaders and organizations.
- Help represent the organization at coalition meetings, conferences, and with the media, serving as the organizational liaison on community mobilization and movement-building work.

25 - 40% of time requires travel.

Other duties as assigned.

### **What You Will Need to Be Successful:**

- 3-5 years of experience in community organizing, and managing field operations including supervising paid staff, volunteers, interns/fellows, and contractors.
- Must have excellent communication and writing skills in both Spanish and English.
- Project management experience, and ability to coordinate multiple elements in a fast-paced environment and excellent time management.
- Demonstrated success integrating new media technology into campaigns and engaging people digitally while also moving people to offline action.
- Strong interpersonal skills, strategic thinking, and problem solving and high levels of initiative, creativity, flexibility, and humor.
- Extensive coalition-building and field-building experience.
- Experience using and optimizing civic engagement tools (working knowledge of EveryAction, Voter Activation Network a plus) as well as digital media technologies.
- Experience with creating and managing program budgets.
- Unquestionable understanding of and dedication and commitment to social justice.
- Travel Required
  - Must have a valid driver's license.
  - Reliable transportation is needed; personal vehicle is required.

**Salary Range:** \$75,000 - \$85,000 based on experience.

Our comprehensive package of benefits includes:

- Medical, dental, and vision plans
- Vacation, personal, and sick time
- Retirement plan, including employer match
- Paid parental leave
- \$1,000 towards professional/wellness development

**Benefits:** The Latina Institute offers excellent benefits for full-time employees, including health/vision/dental insurance, 401(k) benefits, vacation, and sick leave.

**Application Procedure:** Please send your resume and cover letter via e-mail to [humanresources@latinainstitute.org](mailto:humanresources@latinainstitute.org). Please include in the subject line: **Applicant – National Organizing and Advocacy Manager**

National Latina Institute for Reproductive Justice is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We do not discriminate in

employment opportunities or practices on the basis of actual or perceived race, color, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), age, marital status, sexual orientation, gender identity or expression, veteran status, uniform service member status, disability or any other characteristic protected by law. Women, people of color, including bilingual and bicultural individuals, LGBTQ+ persons, and people with disabilities are encouraged to apply.