

Grassroots Global Justice Alliance

It Takes Roots Coordinator—Job Description

February, 2018



Accepting Applications through February 2018.

You will only be contacted if we are requesting an interview.

Flexible Location. This job will include travel.

Compensation: Salary is commensurate with experience. This position is full-time with benefits including health, dental and vision coverage and generous vacation.

It Takes Roots (ITR) to Grow the Resistance is an initiative of Climate Justice Alliance (CJA), Grassroots Global Justice Alliance (GGJ), Indigenous Environmental Network (IEN), and Right to the City Alliance (RTC), and with capacity support from the Center for Story-based Strategy (CSS) and the Ruckus Society. Learn more at <http://ittakesroots.org>

In the aftermath of the 2016 Presidential elections, ***#ItTakesRoots to Grow the Resistance*** spearheaded a response from the grassroots organizing sector that is confronting the attacks on poor communities, Indigenous Peoples and communities of color that has been fomented by this administration. We organized a sprint-run from November 2016 through November 2017, and are now entering a phase of long-term consultation and strategic development of our collaborative work.

In this period, there is a need for a coordinator that can move the following pieces of work: coordination of staff from the four alliances, relationship-building and information gathering with key external partners, ensuring the ITR teams are meeting and have what they need, coordination of member consultation leading up to joint member convenings in July and September 2018. We plan to hire additional positions in 2018 to be part of an It Takes Roots team with the overall ITR Coordinator, particularly for Operations & Logistics, Bookkeeping & Finances, and Communications.

This position will be housed with Grassroots Global Justice Alliance (GGJ) and will report to the National Coordinator of GGJ. For more about Grassroots Global Justice Alliance, visit our website here: www.ggjalliance.org.

Job Responsibilities

1. Coordination of staff from the four alliances and movement support organizations

- Hold the overall coordination of the different areas of work of It Takes Roots.

- Work with all the alliances to identify the division of labor, and to create collaborative work-plans.
- Schedule, prepare agendas, and facilitate regular all-staff meetings (primarily via online video conferencing), identifying shared facilitation with other ITR staff.
- Work with It Takes Roots staff on member engagement and preparation.
- Work with staff from ITR alliances, Ruckus, CSS and others to refine our messaging and our actions, and to help determine roles and identify gaps that need to be filled.
- Lay the groundwork for It Takes Roots entering into the next phase.
- Coordinate between ITR team and movement support organizations to clarify work-plan and implementation plan.
- Coordinate and oversee logistics for ITR in person meetings or activities.

2. Relationship building with key external partners

- Represent ITR in ally meetings and maintain relationships with key partners such as The Majority, People's Climate Mobilization, Mass-Based Resistance/Post-100, etc.
- Bring information back to It Takes Roots team, with recommendations on how to engage
- Ensure that allies and external partners are also lifting up It Takes Roots (in their messaging and comms strategies)
- Identify opportunities for It Takes Roots members to speak and/or play visible and leading roles in mobilizations, conference or meetings

3. Coordinate collective member consultation

- Work with staff of ITR alliances to create plan for collective member consultation
- Streamline consultation for organizations who are members of multiple ITR alliances
- Work with Communications team to share out the ITR proposal for consultation
- Work with leaders and staff to create agenda for consultation meetings
- Ensure documentation process for member feedback from consultation meetings

4. Formalize It Takes Roots structure

- Work with directors to define ongoing structure for ITR work, ie convening organizing team, communications team, etc.
- Set up preparation and orientation of members and delegates, working with ITR organizers to create agendas, trainings, and prepare speakers.
- Work with logistics staff to integrate logistics and programs.
- Coordinate any strategy conversations, trainings, or meetings with members and allies.
- Set up evaluation and reimbursement mechanisms for programs.
- Manage contractors that are brought onto the team on a temporary basis.

5. Budgetary and Financial Oversight

- Creating and updating ITR annual budget, in coordination with different alliances
- Helping reconcile budgets post ITR events: ensuring timely reimbursements and payments to vendors, members, organizations.
- Helping create reports for funder reporting
- Working with fundraising team to raise funds for ITR program and infrastructure

Required Qualifications and Experience

- At least 5 years of experience with base-building, organizing policy or issue-based campaigns or coordination of coalition or alliances/networks.
- Knowledge and experience on at least some of the topics our members work on, such as gender justice, just transition, environmental justice, anti-militarism, indigenous sovereignty, housing and anti-eviction work, etc.
- Attention to detail and the ability to maintain a variety of projects and activities simultaneously.
- Excellent writing and public speaking skills for diverse audiences.
- Experience in multi-racial, multi-generational, multi-cultural settings.
- Ability to work flexible hours, including communicating with allies in other parts of the country in different time zones.
- Ability to represent ITR in a variety of settings and to establish/maintain broad organizational relationships.
- Support the mission, vision and goals of ITR.
- Ability to write and speak English as well as a second language, preferably Spanish.
- Supervision experience a plus.
- Knowledge of common computer applications: MS Office, Google docs, Dropbox, and Zoom video tele-conferencing systems.
- Understanding of operations and functions of small non-profits.
- Ability to work independently while maintaining close communication with remote staff team.
- Willingness to travel: average 5-10 days per month in the US, and 15 days per year internationally.
- Ability to lead, design, and facilitate trainings with grassroots organizing sector.
- Responsive to emails and messages.
- Driver's license and liability insurance.

Preferred Experience

- Familiarity with CRM systems and Database management (Powerbase) preferred.
- Strong peer-counseling, conflict-management, and crisis management skills preferred.
- Experience creating and managing budgets preferred.
- Experience using social media & web development tools: Facebook, Twitter, Wordpress, Drupal-based website preferred.

How To Apply

Please submit Resume, cover letter, written sample of at least 750 words you wrote (published or unpublished) and 3 references (please include someone who has supervised you and someone you have supervised or mentored) to ggjalliance@gmail.com. **Only candidates that are being considered will be contacted.**