

## ***It Takes Roots Organizer—Job Description***

### *Grassroots Global Justice Alliance*

June, 2019

#### **Accepting Applications through June 28, 2019.**

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

**Flexible Location.** This job will include travel.

**Compensation:** \$58,000-\$65,000. Salary is commensurate with experience. This position is full-time with benefits beginning after 3 month probationary period, including health, dental and vision coverage and generous vacation.



***It Takes Roots (ITR) to Grow the Resistance*** centers the leadership and power of urban and rural communities on the frontlines of racial, gender, housing, environmental, energy and climate justice in the United States to advance regenerative economies and healthy communities. ITR is a multiracial, multicultural, multi-generational alliance of networks and alliances representing over 200 organizations and affiliates in over 50 states, provinces, territories and Native lands in the U.S. and Canada, and is led by women, gender nonconforming people, Indigenous Peoples, Black, Latina/o, API, Arab and working class white communities. It is an outcome of years of organizing and relationship building across the [Climate Justice Alliance](#) (CJA), [Grassroots Global Justice Alliance](#) (GGJ), [Indigenous Environmental Network](#) (IEN), and [Right to the City Alliance](#) (RTC). Learn more at <http://ittakesroots.org>

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](http://www.ggjalliance.org).

**Position Summary:** This position will join the ITR Organizing Team to lead, develop, and implement programs across the four alliances. Travel is required on average 5-10 days per month in the US, and occasional international travel. Applicants must have a strong ability to build relationships with integrity and humility, work independently, forecast and plan multiple projects several months in advance, attention to detail as well as big picture political analysis, and consistent communication while working remotely.

#### **Job Responsibilities**

##### **1. Coordination of staff from the four alliances and movement support organizations (40%)**

- Hold the overall coordination of the Organizing Team, Political Education Team and Communications Team of It Takes Roots.
- Keep ITR Director team updated on progress of overall teams.

- Work with all the alliances to identify the division of labor, and to create collaborative work-plans.
- Schedule, prepare agendas, and facilitate regular team meetings (primarily via online video conferencing and also in person on a roughly quarterly basis), identifying shared facilitation with other ITR staff.
- Set up preparation and orientation of members and delegates, working with ITR organizers to create agendas, trainings, and prepare speakers.
- Work with It Takes Roots Organizing Team on member engagement and preparation.
- Coordinate with ITR staff and contractors.
- 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. Coordinate collective program (30%)**

- Work with ITR Organizing Team and Political Education Team to coordinate upcoming programs, i.e. Regional & National Gatherings, delegations, actions.
- Coordinate the “Road to the National Convening” through 2019 into spring 2020.
- Streamline consultation for organizations who are members of multiple ITR alliances.
- Ensure documentation process for member feedback from programs.
- Work with logistics staff across alliances to integrate logistics and programs.
- Set up evaluation and reimbursement mechanisms for programs.
- Manage contractors that are brought onto the team on a temporary basis.

## **3. Relationship building with key external partners (15%)**

- Represent ITR in ally meetings and maintain relationships with key partners, in particular The Majority and People’s Climate Movement.
- Bring information back to ITR teams, with recommendations on how to engage.
- Ensure that allies and external partners are also lifting up It Takes Roots in their messaging and communications strategies.
- Identify opportunities for It Takes Roots members to speak and/or play visible and leading roles in mobilizations, conference or meetings.

## **4. Communications & Development (15%)**

- Work with ITR Communications team to finalize language and storyline for internal and external communications.
- Work with ITR Development Coordinator to clarify and update budget.
- Help reconcile budgets post ITR events: collect all paperwork needed for ensuring timely reimbursements and payments to vendors, members, organizations.
- Support writing for grant reports and proposals, and for social media and website.

### **Required Qualifications and Experience**

- At least 7 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.
- Experience in multi-racial, multi-generational, multi-cultural settings.
- Ability to work flexible hours (evenings and weekends), including communicating with people in different time zones.
- Ability to work independently while maintaining close communication with remote team.
- Friendly, outgoing, personable approach to communication.
- Ability to represent ITR in a variety of settings and to establish/maintain broad organizational relationships.
- Ability to write and speak English as well as a second language, preferably Spanish.
- Experience with agenda creation and facilitation.
- Knowledge of common computer applications: MS Office, Google docs, Dropbox, and Zoom video tele-conferencing systems.
- Willingness to travel: average 5-10 days per month in the US, and occasional international travel.
- Driver's license and liability insurance.

### **Preferred Experience**

- Familiarity with CRM systems and Database management (Powerbase).
- Experience using social media & web development tools: Facebook, Twitter, Instagram, Wordpress.
- Strong peer-counseling, conflict-management, and crisis management skills.

### **How To Apply**

Please submit Resume, cover letter, a sample of an organizing or campaign plan that you have created from previous work, and 3 references (please include someone who has supervised you and someone you have supervised or mentored) to [ggjalliance@gmail.com](mailto:ggjalliance@gmail.com). **Only candidates that are being considered will be contacted.**