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Job Announcement

Job Title: Organizing Coordinator

Reporting to: Organizing Director

Background:

Founded in 1982, the Mid-South Peace and Justice Center (MSPJC) is a membership-based organization dedicated to organizing, strategizing and acting to educate and train new community leaders to drive campaigns of their own for racial, economic, environmental and social justice. We work to build the capacity of disenfranchised communities to organize movements that shift power and dismantle oppression

Position Summary:

The MSPJC seeks a full-time Organizing Coordinator with at least two years experience in community organizing, to coordinate grassroots organizing campaigns on issues of social justice in Memphis and the surrounding region. The Organizing Coordinator will report to the Organizing Director. This position will (1) engage grassroots leaders in a campaign to improve police and community relations in Memphis and Shelby County; (2) staff and coordinate coalition meetings, called movement circles; (3) coordinate leadership development and organizing skills trainings with constituents.

Responsibilities:

- Participate in and facilitate movement circles comprised of allies, coalition partners, leaders, and community members;
- Execute plan to engage, develop, and assist local activists and leaders to build long-term community organizing capacity in Memphis and the surrounding region;
- Represent the MSPJC and its mission in the community;
- Through a long-term community building lens, educate a range of audiences about issues of importance to low-income and marginalized communities;
- Regularly assess the success of community engagement efforts;
- Work closely with the Organizing Director and the Organizing Team to coordinate grassroots organizing campaigns.
- Work closely with the Training Director and Training Team to facilitate the development of grassroots leaders and grassroots groups through capacity building and training opportunities.
- Assess intern and volunteer recruitment needs and actively recruit them;
- Train, coach and develop interns, potential leaders, and volunteers;
- Other responsibilities as assigned by the Organizing Director.

Position Description

Minimum Qualifications:

All candidates must have a “can do” attitude, enjoy a fast-paced environment, be highly organized without losing sight of larger objectives, and be committed to justice and equality for all people across issues, identities, and communities.

- Excellent writing, verbal and interpersonal skills, including public speaking;
- Demonstrated ability to forge productive and healthy collaborations;
- Understanding and enjoyment of multifaceted advocacy that combines legislative strategy, grassroots organizing, media relations, policy analysis and coalition-building activities;
- Ability to think “big picture” as well as to translate ideas into realistic, actionable plans;
- Commitment and desire to work in a multi-cultural environment where diversity based on race, ethnic origin, gender, age, sexual orientation, gender identity and expression, physical ability, family status and other characteristics is an important and practiced value;
- Able to handle and appropriately prioritize multiple tasks in a timely and efficiently manner;
- Keen analytical skills, attention to detail, and ability to take initiative;
- Ability to collaborate on projects with staff from other departments, and a high level of personal investment in contributing to the priorities of the organization as a whole;
- Willingness to travel and work evenings and weekends as projects demand it;
- Experience developing and managing work plans as well as training, supervising, and developing interns and volunteers is preferred;
- Demonstrated experience with local issues in Memphis is strongly preferred, specifically any experience with the criminal justice system and law enforcement is desirable;

Salary and Benefits:

\$28,000-30,000 depending on experience for full time employment. Includes benefits including health care, vacation, and sick leave.

The Mid-South Peace and Justice Center is an equal opportunity employer. People of color, women, and transgender people are encouraged to apply.

To Apply:

Please forward via email a letter of interest, resume, and any references to Jacob Flowers (jacob@midsouthpeace.org).

Please include “Organizing Coordinator Position” in the subject line.

Deadline: February 28, 2012 or until filled.