

Title: Coalition Coordinator ~ Part-time (20 hours per week)

Location: Racine, Wisconsin

Summary of Organization

We seek an energetic, committed, and passionate Coordinator to help lead the activities of a diverse Coalition of parents, students, educators, and community members whose mission is to mobilize the entire Racine community to advocate for inclusive, high-quality public schools. The Coalition Coordinator will help the Coalition increase its reach and organizing capacity and will work with Coalition members and leaders to develop and carry out campaigns in a number of areas, including advocating for the expansion of the Community Schools model in Racine.

Essential Duties and Responsibilities

- Coordinate all the activities of the Coalition including, but not limited to organizing, community engagement, event planning, communication, and leadership identification
- Schedule all community coalition meetings
- Assess progress toward key goals as outlined in the organizing plan and prepare appropriate reports
- Track expenditures in line with the NEA Community Advocacy and Partnership Engagement (CAPE) grant budget
- Serve as a resource to community leaders and staff regarding effective community organizing strategies
- Provide support and content for communications with both internal and external audiences; particularly using social media platforms
- Maintain/manage Coalition listserv and monitor Coalition email account
- Develop and implement strategies for Coalition growth and member engagement
- Perform other related duties as assigned

Essential Qualifications and Experience:

- 5+ years of experience in community organizing, education advocacy, or other similar organizing in low-income communities of color
- Demonstrated ability to balance multiple projects and work independently
- Strong commitment to social justice and anti-oppressive practices
- Strong organization, prioritization, and tracking skills
- Experience in building and maintaining coalitions among a broad array of constituencies and communities
- Willingness to work a flexible schedule including occasional evenings and weekend

- Strong verbal and written communication skills; bilingual Spanish-language skills a plus
- Ability to cultivate existing and new Steering Committee member relationships
- Experience in public relations and fundraising
- Ability to engage key stakeholders including labor, housing, and community organizations
- Ability to collaborate effectively with individuals from diverse cultural backgrounds.
- Knowledge of educational justice issues both locally and nationwide
- Bachelor's degree preferred

Hours are set collaboratively, and some work can be performed remotely.

Interested candidates are encouraged to apply as soon as possible. Interviews will be conducted as applications are received. This posting will remain open until filled. The position is grant funded for one year. Renewal is possible subject to further grants and fundraising.

How to Apply: Please submit a résumé, cover letter, and three work references with contact information in a single file (PDF or MS Word) document, to racinecc4publicschools@gmail.com. In the email Subject Heading, include "Coalition Coordinator position."

We are an equal opportunity employer. We value a diverse workforce and an inclusive culture. We believe that having a staff, board, and volunteers with diverse personal and professional backgrounds and lived experience enhances our ability to meet our mission and creates an environment where all members of our community can thrive. We strongly encourage applicants from people of color, immigrants, women, persons with disabilities, members of the LGBTQ community, people with lived experience of poverty and/or racism, and people from underrepresented and historically marginalized groups.