

**UNITED TEACHERS LOS ANGELES**  
**3303 Wilshire Blvd., 10<sup>th</sup> Floor**  
**Los Angeles, CA 90010**

**POSITION AVAILABLE (Full-Time)**

**LEAD CHARTER SCHOOLS ORGANIZER**

UTLA's Political Action and Community Organizing (PACO) Department is dedicated to organizing our school communities, building power for educators, parents, and students, and increasing civic participation on behalf of public education and the public good.

**JOB DESCRIPTION**

The Lead Charter Schools Organizer will work with the PACO Department to develop charter school and anti-privatization campaigns and lead a team of charter school organizers to implement organizing plans in coordination with the overall UTLA program.

**DUTIES AND RESPONSIBILITIES**

- Provide on-going support, assistance, and guidance to a team of Charter Organizers to:
  - Identify potential priorities for new member organizing campaigns.
  - Map school sites and communities for organizing campaigns.
  - Identify, recruit, and develop potential leaders.
  - Build effective worksite leadership organizing teams to develop campaign plans for collective action.
  - Organize workers for direct action.
  - Build leadership development and organizing training programs for prospective new members.
  - Build educator and community organizing structures in support of UTLA campaign goals.
- Take the lead in developing campaign plans, strategies, and tactics.
- Conduct research and analyze data to inform and develop campaign strategies.
- Coordinate the work of the Charter School Organizers, consistent with program priorities of UTLA.
- Work closely with the PACO Director to ensure the overall progress of campaign plans and cohesion with the Charter Organizing Team.
- Establish a communication system with Charter Organizers that includes regular check-ins, sharing of information, and collection of reports, consistent with the program priorities of UTLA.
- Provide support and training to other UTLA staff and members, consistent with the program priorities of UTLA.
- Coordinate with the PACO Team and other UTLA staff to develop communication materials to engage educators, parents, and community.
- Build support for UTLA charter campaign goals through the development of alliances with UTLA members, Community Based Organizations, Faith Based Organizations, parent participation groups, and other non-governmental organizations.
- Work with the PACO Director to facilitate communication and engagement between all

levels of UTLA leadership and membership.

- Maintain information systems and perform administrative tasks as necessary to support.
- Work with the PACO Director to coordinate the work of Charter Organizers in support of other campaigns and goals of UTLA as needed.
- Other duties as assigned.

## **REPORTING RESPONSIBILITIES**

The Lead Charter Schools Organizer will report directly to the Political Action and Community Organizing Director.

## **PRIMARY KNOWLEDGE, SKILLS, AND ABILITIES**

- Possess union and/or community organizing background and union values.
- Knowledge of current education and labor issues at the local, state, and national levels.
- Knowledgeable of the social and political landscape of greater Los Angeles, or the capacity to, and willingness to, learn quickly.
- Ability to organize and facilitate public meetings.
- Ability to develop effective organizing campaign teams and lead organizing campaigns.
- Capacity and willingness to work flexible hours as needed.
- Strong oral and written communication skills, and experience with social media tools.
- Strong multi-tasking capacity while working with deadlines.
- Preferred fluency in both written and spoken Spanish and English
- Ability to work with coalitions in highly collaborative efforts.
- Ability to assess and analyze complex political situations and respond appropriately.

## **SALARY AND BENEFITS**

Starting salary range is \$97,306 - \$108,891 based on qualifications and related work experience. Health Benefits include medical, dental and vision coverage for the employee and their eligible dependents. There is an excellent retirement plan and a monthly automobile allowance for maintenance and operation of a car.

## **HOW TO APPLY**

Please email Cristina Alfonso, Confidential Executive Assistant to Diana Darty at [calfonso@utla.net](mailto:calfonso@utla.net) for an application and details of documents to be submitted with the application. Two letters of recommendation demonstrating experience and knowledge will be required when submitting application and other requested documents. *All required documentation including completed application, letters of recommendation, resume and requested documents must be received by UTLA no later than October 5, 2023.*

United Teachers Los Angeles  
Attention: Diana Darty, Operations Director  
3303 Wilshire Blvd., 10<sup>th</sup> Floor  
Los Angeles, CA 90010

**UTLA IS AN EQUAL OPPORTUNITY EMPLOYER**