Coalition of Communities of Color
Job Announcement: Civic Engagement Manager

Title: Civic Engagement Manager
Status: Regular 40 hours per week
Salary range: $55,000-65,000
Reports to: Deputy Director
Location: Portland, Oregon

POSITION OVERVIEW
The Coalition of Communities of Color (CCC) seeks a new member of its team to lead its civic engagement work around creating more equitable forms of government and elections.

This is a new role at CCC that will build on our existing advocacy and engagement around creating inclusive and representative governments. This role will focus on building campaigns and a broad based coalition to seek meaningful community input on local government issues, develop policies that create the conditions for equitable government, advance these issues in appropriate forums, and ultimately build a campaign to promote and win these policies at the ballot.

The primary purpose of this role is to coordinate engagement around local government reform efforts, particularly the City of Portland's current decennial charter review, but may also include other engagement, advocacy, or policy work around elections, governance, and democracy, such as campaign finance or other key reforms.

The Civic Engagement Manager reports to the Deputy Director and will work closely with partners, including member and BIPOC representing organizations, as well as mainstream organizations and stakeholders. This position has no direct reports.

ORGANIZATIONAL OVERVIEW
The mission of the CCC is to address the socioeconomic disparities, institutional racism, and inequity of services experienced by our families, children and communities; and to organize our communities for collective action resulting in social change to obtain self-determination, wellness, justice and prosperity. Formed in 2001, the CCC is an alliance of culturally-specific community based organizations with representation from the following communities of color: Black - African, African American, Asian, Latino, Middle Eastern/North African, Native American, Pacific Islander, and Slavic. Our work is driven by our 18 culturally-specific member organizations, with growing partnerships among other culturally-specific organizations and mainstream entities.

The CCC supports a collective racial justice effort to improve outcomes in education and community and economic development through advocacy, culturally-appropriate data and research, and leadership development in communities of color. For more information, please visit www.coalitioncommunitiescolor.org.

DESCRIPTION OF DUTIES
Coalition management
- Plans, launches, and manages an active coalition around relevant topic areas, including developing the structure of the coalition, coalition agreements and decision making processes; outreach to new members and partners; ongoing engagement; and communications to coalition members

Advocacy campaigns
- Campaign management: Develops and manages campaign plan during policymaking and potential ballot measures
- Manages relationships with external stakeholders and decision makers

Community engagement
- Develops political education curriculum
- Supports CCC member and partner organizations to engage community members, such as listening sessions
- Records and synthesizes feedback from community
- Represents CCC in relevant tables, committees, and with partners
- Creates, maintains, and reviews relevant contact databases of community via internal CRM

Policy analysis
- Track and summarize work of relevant policymaking bodies at the city and state levels
- Research, develop, and analyze policy proposals and clearly communicate findings
- Advocate for policy positions to partners and decisionmakers

Communications
- Create communications plans for broader campaigns
- Develop strategic communications and messaging
- Draft website content, blog posts, social media, earned media, and regular email updates
- Represent coalition work in public settings such as events and speaking engagements
- Creates, maintains, and reviews relevant contact databases of community via internal CRM

Fundraising
- Identify and pursue funding for civic engagement activities, including grants and individual giving from political funders and individual donors at the local and national levels
- Trains community members and manages volunteers

Other duties as assigned
- May include administrative activities, general CCC events, and other community engagement efforts.

QUALIFICATIONS
- Minimum 2 years’ experience in a field such as campaign management, community or grassroots organizing, coalition management, lobbying, political staffing, and/or community engagement experience. This experience may be met by volunteer activities or internships.
- Commitment to racial justice, and experience working with communities of color
- Excellent skills in relationship building, project management, community engagement, strategic judgment, and communications

COMPENSATION
Starting salary is between $55,000 - $65,000, dependent on experience. This is a full time position. Paid time off is based on tenure with the organization and includes accrual of sick and vacation hours, beginning with 10 days of sick leave and 15 days of vacation/PTO in the first year of employment. We also provide medical, dental, and vision insurance for the employee, a Flexible Spending Health Savings Account, a Transportation Savings Account, life insurance, and monthly phone and transportation stipends. Employees may enroll in a matching 401k retirement plan after one year of employment.

WORK ENVIRONMENT
CCC is a small but growing mission-driven organization with 10 full time positions. We operate in a highly collaborative environment and growing synergy between our various programs and staff positions. As a cross-cultural organization, we have opportunities to learn from each other, our members, and partners to build a collective analysis around racial justice and strategize together to achieve this vision. We recognize that while all BIPOC communities experience the oppression of white supremacy that some communities face additional harm, such as anti-Blackness or land theft and colonization, and we are at the early phase in our efforts to address these both structurally and within our own coalition practices.

Our staff’s work frequently covers a wide range of issues as well as work activities, giving extensive learning opportunities. While our work is often responsive to the current climate and greatest opportunities, staff have a high degree of autonomy in developing program goals and workplans in collaboration with their teams and organizational leadership.

We are actively working on organizational development, strong support for staff and investment in their growth, and addressing equity issues within our organization, including anti-Blackness and other intersecting oppressions impacting BIPOC individuals and communities. Our physical office is located in Old Town/Chinatown in Portland, with strong access to transit.

LOCATION: Portland, Oregon/remote.
CCC is currently working only remotely and will continue to do so based public health guidance. The Civic Engagement Manager must live in or be willing to relocate to Oregon, and move to the Portland metro area within 60 days of our office reopening.

TRAVEL AND HOURS
Local travel will be required for this position to conduct engagement activities. Work activities may include periodic evening and weekend events or meetings. Mileage and travel expenses are reimbursed per CCC policy.

TO APPLY
Please send a cover letter and resume via email to HR@coalitioncommunitiescolor.org, with the header “Civic Engagement Manager — [your name].” No phone calls, please. Applications will be accepted on a rolling basis, but applications received before Friday, April 16 will receive highest priority and preference. You will be contacted if you are to be interviewed for this position.