Title: Assistant Director of Organizing
Reports to: Field Director
Salary: $53,000-$58,000, commensurate with experience
Work Schedule: Full Time, Exempt
Location: Chicago preferred, Atlanta or New York City negotiable
Date Posted: February 24, 2020
Deadline to apply: March 6, 2020

ABOUT NAPAWF

NAPAWF is the only organization focused on building power with AAPI women and girls to influence critical decisions that affect our lives, our families and our communities. Using a reproductive justice framework, we elevate AAPI women and girls to impact policy and drive systemic change in the United States.

NAPAWF was founded in 1996 to realize the vision of 100 AAPI women who recognized the need for an organization that would amplify AAPI women’s stories and experiences. Being seen and heard in the public narrative gives us the power to shape the policy and cultural change needed to gain agency over our lives, families, and communities.

Today, we are mobilizing and building power in 11 cities across the United States to create social, political, and economic change for AAPI women and girls. 3 of those cities have local staff on the ground. We also show up in solidarity for other women of color who are experiencing injustice and harms of oppression and marginalization.

Our work is focused in the following strategies:

- Policy and Structural Change
- Organizing and Civic Engagement
- Legal Advocacy and Judicial Strategy

We use the Reproductive Justice lens to intersectionally address three core issues:

- Reproductive Rights and Health
- Economic Justice
- Immigration and Racial Justice
POSITION OVERVIEW

This position is a mid-level management position for someone who is passionate about movement building and advocacy to advance social justice for AAPI women and girls. The Assistant Director of Organizing will support NAPAWF’s movement building goals on national, state, and local levels to build power with AAPI women and girls using the reproductive justice lens to mobilize in the following areas: reproductive health and rights, immigrant rights, and economic justice.

POSITION DUTIES

The Assistant Director of Organizing shall be based in Chicago, Illinois (remote negotiable) and will report to the Director of Organizing. Duties are as follows:

Campaign and Field Coordination

- Provide support, accountability, and oversight around the engagement of unstaffed chapters in our federal campaign, Health Equity and Access under the Law (HEAL) for Immigrant Women, to increase healthcare access to all immigrants regardless of status;
- Report out on unstaffed chapter movement, coordinating with other departments as necessary and attending inter-departmental calls;
- Work with the National Organizing and Campaigns Manager and unstaffed chapters to develop issue and advocacy campaigns around NAPAWF priority issues with multiple levels of field engagement, by leading targeting, leadership trainings, production of campaign materials, and social media coordination with NAPAWF chapters;
- Strategize and develop partnerships with affinity organizations on the ground in key states related to campaign priorities;
- Manage implementation of multiple city events simultaneously by working with chapter leaders and volunteers to help with turn out and hosting events;
- Ensure there is clear, aligned messaging on specific campaigns and issues;
- Supervise the National Organizing and Campaigns Manager.

Chapter Management

- Develop a Memorandum of Understanding (MOU) between chapters and the
national organization by convening key representatives across chapters to finalize an inclusive, comprehensive agreement;

- Oversee the National Organizing and Campaigns Manager in leading national conference calls across chapters to check-in monthly with our chapters and provide opportunities to engage in campaigns;
- Train and standardize trainings for unstaffed chapters on how to do Chapter Management, basic Organizing concepts and skills, and fundraising.

Other Responsibilities

- Performing duties, as necessary, as a member of the NAPAWF Organizing Department and National team;
- Handle the administrative components of unstaffed chapters, including meticulous tracking of results, deliverables and materials for grant reports as requested by development staff.

QUALIFICATIONS

The Assistant Director of Organizing should be an organized and meticulous person who is comfortable working in a dynamic, fast-paced environment. Candidates should have:

- Experience being responsible with confidential information connected to management, development, personnel and finance
- At least four year of relevant work experience, including two full years of successful managing full time staff who can produce base building results
- Passion for and deep understanding of race and gender issues including in reproductive health and rights, immigrant rights, and economic justice as they relate to AAPI communities
- Strong organization and administrative skills with experience documenting base building successes
- Experience managing multiple projects at the same time in a high paced environment
SALARY & BENEFITS

The salary for this position is $53,000-$58,000 commensurate with experience. A highly competitive benefits package includes a 401k plan, medical, dental, and vision insurance. NAPAWF’s medical plan is covered by NAPAWF at 100% for employee and dependents with no out of pocket costs, including prescription drugs costs. Qualified dependents may also be covered. NAPAWF also offers full-time employees 15 days of vacation in the first year, sick leave, flexible spending program options and personal/family leave as well as paid vacation between December 25th and January 2nd of each year.

WORK ENVIRONMENT

This position will require travel. Non-travel periods of time are in an office setting.

To Apply: Please email a cover letter, resume or CV, and the names and contact information for three references to hr@napawf.org, with “Assistant Director of Organizing” in the subject line.