



Cancel the Contract Campaign Coordinator Job Description

Overview:

Reform L.A. Jails (RLJ) is seeking a Campaign Coordinator to drive the work of the Cancel the Contract: Antelope Valley (CTC-AV) program. This position is a full-time, contract job, which will not include other benefits. Overseeing the work of the Cancel the Contract coalition, the Campaign Coordinator will serve as lead organizer and be responsible for growing the coalition's membership, managing the coalition's programming, and supporting the coalition's communications and policy development. The Campaign Coordinator will be expected to work in a fast-paced working environment where it is normal to be accessible "around the clock." **To apply, please submit a resume, and a cover letter or short 2-minute video, on why you are pursuing this position and why you think you would be a great choice, and 3 professional references to info@reformlajails.com with the subject line "APPLICATION: CAMPAIGN COORDINATOR - (Your Name)". Applications submitted without this subject line may be missed, and applications submitted without a cover letter or video won't receive a reply.**

About Cancel the Contract: Antelope Valley:

Led by the steering committee of Waunette Cullors (WOW Flower Project), Beth Cayetano (Alliance for Black Student Equity), Arthur Calloway II (Vote Your Power Back, AV Black Chamber of Commerce), Cortez Chandler (Timelist Group, Inc.), Hal Steinberg (Community Member), and Raquel Derfler (CHIRLA, Activist and Organizer), this is a coalition of community organizations and leaders from the Antelope Valley calling for the end of law enforcement violence and racism in their communities. They are calling on their cities and schools to cancel the contracts with the LA Sheriff's Department and reinvest those dollars in a new vision of community safety and meaningful services for their students and the community. In 2015, the US D.O.J. settled a lawsuit against the cities and LASD for their Section 8 housing discrimination and constitutional rights violations against Black and Latino residents. Despite more than six(6) years of Settlement Agreement oversight by the D.O.J. Monitoring Team, LASD and L.A. County continue to be out of compliance on the vast majority of indicators, including unlawful and racist stops, searches, backseat detentions, use of force, handling of complaints, and positive community engagement. Read the DOJ settlement agreement [here](#).

About Reform L.A. Jails:

Reform L.A. Jails (RLJ) represents a coalition of Los Angeles residents, community leaders, businesses, and organizations fighting to permanently reduce the population of people cycling in and out of jail. RLJ envisions a future where LA has divested from incarceration and invested in community-based services. A future that doesn't criminalize Black, Brown, Indigenous, or poor people, and where communities have the power and resources they need to keep themselves safe, heal, and thrive for generations.

Compensation, Benefits, and Position Requirements:

- Based in Antelope Valley, CA
- Vehicle or access to alternative transportation required, at contractor's own cost
- Base monthly rate ranging from \$4,500-5,500, depending upon experience
- 6-month contract position, with high likelihood of renewal dependent on performance



- Minimum of 4 weeks vacation plus all major holidays in a calendar year
- There are no other benefits associated with this position and the contractor will be expected to pay self-employment taxes.
- This is a full-time position which requires exclusivity, meaning the contractor cannot maintain additional paid or volunteer positions. Serving on Boards and Commissions will be considered on a case by case basis, depending on hours required for each role.

Primary Responsibilities

Coalition Development

- Draft an Outreach Strategy, including target constituencies and intended outreach tactics to grow coalition membership and community partners.
- Seek out opportunities to engage new and existing community partners, coalition members, and Steering Committee leaders.
- Secure, train, and coach Co-Chairs for all Workgroups and Subcommittees with the Campaign Co-Chairs.
- Develop 101 presentations on the coalition's work, and facilitate presentation, scheduling, and logistics for presentations.
- Oversee the creation, process, and maintenance of a database of all CTC-AV Coalition members, collecting key data points including contact information, organization, website and social media handles, logos, membership agreement, and Workgroup and/or Subcommittee assignments.
- Work with Co-Chairs to prepare agendas for monthly Coalition meetings and bi-monthly Steering Committee meetings, and ensure facilitation and notetaking occurs in each meeting.

Coalition Management

- Cultivate an inclusive, empowering, and collaborative work environment.
- Draft a quarterly campaign plan for campaign priorities, programs, and tactics.
- Co-create quarterly action plans for each Workgroup with Campaign Co-Chairs, Workgroup Co-Chairs, and Workgroup members.
- Create a regular meeting schedule and secure logistics (Zoom, etc.) for each Workgroup.
- Draft and send regular emails, calls, and text updates to Coalition, covering upcoming meetings, actions, and report-backs on campaign activity.
- Offer regular training sessions on community organizing for coalition members.
- Identify opportunities for public testimony on campaign demands and organize Coalition participation.
- Schedule, organize, and host town halls, forums, protests, trainings, and other community meetings.
- Develop a Speakers Series to get Steering Committee members and other Coalition members out into the community presenting on the campaign.
- Facilitate following procedures for orders and reimbursements for campaign purchases.
- Attend and participate in partner organization meetings.



Coalition Policy and Communications

- Finalize drafts of campaign talking points, campaign letters, and other official communication related to demands and policy stances.
- Support the RLJ Communications team in understanding upcoming priorities and events, and attend Weekly RLJ Comms Meeting.
- Provide feedback on press, e-mail, social media, design, website, and video communications and branding.
- Recruit local team to support with social media content creation and posting.
- Conduct research directly and oversee assigned research projects on identified campaign priorities.
- Draft and submit official campaign letters and other official communication.
- Conduct monthly review of the website and provide feedback to the Website team.
- Occasionally speak with the press.
- Attend occasional fundraising meetings and events.

Preferred Qualifications & Experience:

- 3-5 years of community organizing experience, ideally in issues-based setting(s).
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Passionate about, and alignment with, campaign's mission and demands.
- Action-oriented, entrepreneurial, and adaptable approach to planning.
- Ability to work effectively in collaboration with diverse groups of people.
- Ability to exercise high levels of discretion with confidential information, and sound judgment on matters related to team culture.
- Solutions-oriented and proactive problem solver.
- Ability to work independently, self-directed, and taking broad guidance and applying it to specific programmatic context.
- Ability to work quickly and cooperatively under pressure to meet tight deadlines.
- Excellent organizational skills.
- Knowledge of using G-mail, Microsoft Office Suite, Zoom, and other web-based applications.

Our Commitment to Diversity, Equity, and Inclusion:

Reform L.A. Jails prohibits discrimination of employment, promotion, compensation, terms, conditions or privileges of employment on the basis of gender, disability, race, ethnicity, age, national origin, color, creed or sexual orientation, marital or parental status, veteran's status or any other basis prohibited by applicable law. Reform L.A. Jails is an equal opportunity employer and will comply with all applicable laws prohibiting discrimination in employment. Our equal opportunity policy covers all programs, services, policies and procedures of Reform L.A. Jails, including opportunity for employment and treatment as an employee as well as independent contractors engaged by our organization.

RLJ encourages people of color and directly-impacted people to apply.