



## **KIWA Director of Organizing - Job Description**

*Updated 3/14/2018*

### About KIWA

KIWA is a multiracial worker center, with roots in the Korean progressive movement. Founded in 1992 in Koreatown, Los Angeles, the mission of KIWA is to build the power of immigrant workers and residents and to organize a progressive grassroots leadership to transform our workplaces and communities, in Koreatown and beyond. KIWA has achieved victories in the restaurant and market industries and shaped the culture of work in Koreatown. We engage in workplace justice campaigns, policy campaigns, affordable housing development, and worker- and tenant services in Spanish, Korean, and English. We are a membership-based organization open to all with a mostly Latinx and Korean base. Community organizing and community leadership development are central to our work and key to our vision for a more just society. We work in the areas of workers' rights and workplace justice, tenants' rights and affordable housing, urban green space, and cultural resistance. We are seeking a dynamic individual to join our organization and work as part of a community dedicated to a more just, beautiful, and livable community, city, and world.

### Position Summary

KIWA seeks a fierce and passionate leader who shares our long-term vision for grassroots organizing and building worker power and who has the skills, analysis, and drive to make this vision a reality. KIWA's Director of Organizing will have the privilege of working with and directly supporting a team of some of the most talented and innovative organizers and member leaders who are ready to strengthen and expand KIWA's membership, win concrete, transformative workplace campaign victories, and contribute to long-term movement building in Los Angeles and beyond. The ideal candidate will not only align with KIWA's vision and politics, but have a proven track-record of executing the work, delegating among their team, and following through to the last detail. The Director of Organizing will also form part of the KIWA Management Team and will be a key thought partner in shaping KIWA's overall organizational development, vision, and strategy.

### Expected Responsibilities:

#### **Membership Development (60%)**

Lead all aspects of KIWA's membership organizing program, including:

- Develop and implement a membership recruitment and development strategy that combines field outreach and recruitment, campaign implementation, and in-house programs/services that results in an increase of a projected 50+ worker members per year.
- Engage the membership in sharpening their political analysis and leadership capacities by facilitating leadership programs and committees, distributed leadership structures, creating curricula, tools and resources, and holding one-on-one conversations and house meetings with members and potential members.
- Oversee, coordinate, and staff all membership spaces at KIWA, including monthly membership meetings, bi-weekly committee meetings, and ad hoc membership socials, field trips, and other events. In particular, convene and facilitate KIWA's Membership Steering Committee (composed of all committee and campaign leads).
- Coordinate all administrative and operational aspects of KIWA's membership development, including the collection of membership applications and dues, updating KIWA's membership database, and tracking and reporting all relevant membership, program, and campaign data for the purposes of internal assessments as well as external contract and grant reporting.

#### **Campaign Strategy (10%)**

In collaboration with the Director of Workplace Justice Campaigns, ensure a synergy among strategy, goals, and execution of KIWA's membership organizing and KIWA's campaigns, including:



- Co-coordinate general field outreach as well as targeted industry outreach for organizing team and member leaders.
- Ensure that campaign activities are aligned with our membership and worker leadership.
- Provide thought partnership and implementation support to the Director of Workplace Justice Campaigns and Campaign Strategy Team with a focus on centering KIWA members' political and leadership development and participation.
- Represent and advocate for KIWA's membership and campaign interests externally. This can include participation in key coalitions or collaborative spaces as well as liaising with policy makers and other institutions.

#### **Team Management (20%)**

Supervise and coach an eager and talented organizing team to ensure the implementation of goals and objectives adopted during our membership organizing and campaign planning processes and provide the tools and support they need to be successful and thrive.

- Ensure that KIWA's organizing team sets and meets the highest standards of organizing.
- Hold regular one-on-ones with organizers, develop and periodically assess individual team member goals and work plans, and identify and provide ongoing staff development in the form of individual and team tools, resources, and trainings.
- Support the creation of a harmonious, sustainable, and effective work environment by developing trusting, genuine, and respectful relationships with all team members (in particular supervisees) and being able to identify and address individual/personal challenges faced by team members, track and evaluate team members' workloads and promote sustainability, and promote healthy communication and conflict resolution among the team.
- Serve as the main cheerleader, motivator, and mentor for organizing team, member leaders, as well as interns and mentors as relevant.

#### **Organizational Development (10%)**

- Provide thought partnership and implementation support to the KIWA Management Team - as needed.
- Participate actively as a KIWA staff member, including in staff meetings, political education, fundraising, staff development and other organizational priorities. Prompt and efficient time-keeping, expense reporting, and other required personnel administrative work.
- Support programs and shared management of our space. Occasional lifting and carrying of materials and supplies.

#### Expected Qualifications:

- An understanding of KIWA's mission and commitment to building the power of immigrant workers and their communities.
- Familiarity with the Korean and/or Latinx immigrant community and their issues in and outside of the workplace.
- Commitment to organizing for social justice and gender justice in a multiracial context and at least 5 years of demonstrated experience successfully organizing to create change, preferably with immigrant worker communities.
- Strong community outreach, organizing and engagement skills - both at the grassroots (Korean/Latinx immigrant workers) and the grasstops (community organizations, unions, businesses, government agencies) levels.
- Strong skills in advocacy of elected officials, agencies, and interest groups at the local and state levels.
- Native or near-native fluency in the Spanish and/or Korean language. Candidates not fluent in spoken Korean or Spanish will not be hired.
- Very strong oral and written ability in English.



- Ease and familiarity with computers, email, and social media.
- Excellent listening and communication skills.

This is a full-time exempt, salaried position and reports to the Executive Director. The Director of Organizing will join weekly strategy team sessions and will check in approximately every two weeks with a supervisor to receive support in staff development and work plan implementation. They will also receive at least one yearly performance evaluation by their supervisor and one 360 evaluation by their co-workers.

Job Title: Director of Organizing

Employment Status: Full-Time (40 hours), Exempt

Starting date: Immediately, with some flexibility

Salary range: \$53,000-\$60,000, depending on relevant experience

Work Schedule: Generally Monday through Friday; includes some weeknights, early mornings, and weekends and may include occasional travel.

Benefits include full employee healthcare after three months following the first 1st of the month worked, 15 paid holidays, and 24 paid leave days accrued over one year. Cell phone subsidy and nonprofit mileage reimbursement for work travel.

To apply: Please send cover letter, resume, and contact information for three references to [jobs@kiwa.org](mailto:jobs@kiwa.org). Only finalists' references will be contacted. We will begin reviewing applications immediately.