



Position Name	Community Organizer
Position Type	Regular Position, 100% Full-Time, 40 hours a week
Classification	Non-exempt
Compensation	\$25.00 – \$27.00 per hour, commensurate with experience
Reports To	Organizing Director
Direct Reports	Periodically, volunteers, interns, and fellows
Timeline	<ul style="list-style-type: none">• <u>Position Start Date:</u> October 16, 2023• <u>Estimated Position End Date:</u> TBD
Benefits	KRC offers benefits for full-time regular employees, including but not limited to health insurance benefits to full-time regular employees and 12 paid holidays, sick leave, and paid vacation time to all regular employees after they complete a 90-day introductory period. VietRISE is committed to providing a COLA and merit percentage pay increase annually if budget is allowable.
Employment	VietRISE is fiscally sponsored by the Korean Resource Center, a 501(c)(3) non-profit organization; as such this position will be employed by the Korean Resource Center.

HOW TO SUBMIT:

Email Subject Line: Community Organizer Application Submission

Send the following to tracy@vietrise.org, indigo@vietrise.org, and vincent@vietrise.org by Friday, September 15, 2023 at 5 PM:

1. Cover letter listing or detailing your experience, why you are interested in the position, skills/areas you would like to grow in, and your reflections on VietRISE's mission and goals.
2. Resume
3. Choose 1 of these options. 1) Read our report, "[Vietnamese Voices from Orange County, CA](#)," and submit your analysis on current Vietnamese politics and change in Orange County, including how the findings of the report relate to VietRISE's work – less than 500 words. 2) Submit a meeting agenda for a meeting you would use to facilitate a community listening session (see below for details on what this is), including purpose, outcomes, and the full agenda.

ABOUT VIETRISSE

Founded in 2018, VietRISE advances social justice and builds power with working-class Vietnamese and immigrant communities in Orange County. We build leadership and create systemic change through organizing, narrative change, cultural empowerment, and civic engagement.

We envision an Orange County that is home to a thriving movement of Vietnamese people who are culturally empowered and work in solidarity with others for social and economic justice, ensuring that every individual can lead a fulfilling and meaningful life, free from systemic injustice and the threat of displacement.

WHO WE SERVE

All of Orange County, with a focus on communities in the Little Saigon cities. VietRISE is dedicated to empowering Vietnamese youth, working-class adults, systems-impacted individuals, and first-generation seniors who are committed to creating positive change and advancing social justice for all.

POSITION SUMMARY:

The Community Organizer will be responsible for working with the Organizing Team to carry out VietRISE's youth programs, membership program, civic engagement and election outreach field programs, and community events. They will work closely with the Organizing Director to monitor political developments in Little Saigon cities, assess the political landscape at large in Orange County, and mobilize community members for our advocacy campaigns. The ideal candidate is highly organized, detail-oriented, adaptable and flexible, is enthusiastic about solving problems, works well independently and collaboratively with a team, and is passionate about social justice and nonprofit work.

KEY RESPONSIBILITIES:

Civic Engagement and Election Outreach Field Programs

- Work with the Organizing Team to run logistics for our field programs, including: preparing and organizing all field materials, ensuring and reviewing data entry inputted by the field teams, ensuring the regular weekly update of our Voter Follow Up and Field Database Tracker, identifying voters and residents to follow up with during and after our field programs, and managing paid canvassers and volunteers.
- Ensure that the field team reaches organizational goals for contact numbers, door knocks, field shifts, and volunteer recruitment
- Recruit field team canvassers and volunteers and ensure the retention of both
- Lead, participate in, and train volunteers and contractors in the organization's field program activities including but not limited to: door-to-door canvassing, phone banking, text banking, and explaining community and policy issues and ballot measures
- Facilitate meetings with field teams to conduct field check-ins, check-outs, debriefs, field assessments and ensure that field data is entered correctly
- Lead the monitoring of city council meetings, agenda items, and issues for 1 local Little Saigon city

Programs & Community Education

- Provide civic, historical, and political education for the Vietnamese community through community education programs, workshops, political tours of Little Saigon, and forum, particularly for youth in Orange County
- Help coordinate logistics and activities for our membership program, including but not limited to: develop and conduct presentations on important news and events occurring in Little Saigon and VietRISE, recruit members, follow up with members, develop agendas, take notes, etc.
- Develop and lead community listening sessions to inform, facilitate discussions, and better understand the needs and perspectives of Vietnamese residents living in Orange County on cultural, political, and social issues
- Conduct research on items related to the mission, goals, and policy priorities of VietRISE, such as housing, immigration, Vietnamese history, etc.

Community Outreach and Base Building

- Outreach to local high schools, colleges, clubs, and organizations to conduct workshops about VietRISE's work

- Build and expand VietRISE's relationship with local high schools, colleges, clubs, and organizations to increase the number of active volunteers and participants
- Conduct regular follow-up and meetings with our current or prospective members
- Regularly update our volunteer and participation database to ensure that community members are being engaged, supported, and are active in the organization

Other

- Attend relevant meetings and events as a representative of VietRISE.
- Other tasks, as assigned.

QUALIFICATIONS:

- 2+ years of experience in community organizing or civic engagement work, whether in a non-profit or in a grassroots volunteer organization.
- Has led or participated in 1+ field program cycles, where you conducted activities including but not limited to: door-to-door canvassing, script writing, phone banking, text banking.
- 1+ year of experience working with youth, college students, and/or young people.
- Strong organizational, project management, problem-solving, communication, public speaking, meeting facilitation, and interpersonal skills.
- Able to work independently and as part of a team.
- Fluency with digital communication tools Google Suite, Zoom, DocuSign, and Slack.
- Demonstrated experience working with the Vietnamese community or have strong understanding of issues impacting the Vietnamese community in Orange County
- Demonstrated commitment to social justice and the mission of the organization.

PREFERRED:

- Ability to read, speak, facilitate, and write in Vietnamese.
- Bachelor's degree in a related field (e.g. Public Policy, Community Development)
- Experience utilizing Asana, Dropbox, and Airtable.
- Experience with and/or understanding of Orange County politics, organizing, and communities.
- Extensive knowledge of Vietnamese and Vietnamese American history and culture.

COMPETENCIES:

- Exhibited aptitude in cultivating and maintaining connections with diverse groups, fostering collaboration with communities representing various political perspectives, and embracing a compassionate approach that recognizes and honors distinctions of race, ethnicity, age, gender, sexual orientation, religion, ability, and socio-economic status.
- Commitment to the highest ethical standards of professionalism.
- Ability to facilitate and mediate difficult conversations, adept at building consensus among diverse groups.

PHYSICAL DEMANDS:

- Must be able to work on a computer, including sitting at a desk, for extended periods of time.
- May have to lift objects or equipment weighing up to 20 pounds.

TRAVEL:

- Overnight or daily travel within Orange County, California, and out of state may be required.

WORK ENVIRONMENT:

- This is a fast-paced, collaborative work environment. VietRISE requires staff to be able to work independently as well as be a team player to others.
- May be required to work some evenings and weekends.

- Most VietRISE staff are working in-person at our office located in Garden Grove. The office space is currently shared among 5 staff members.
- Unless required to attend a meeting, program, or event in-person, staff have the option to work remotely some days until further notice due to the ongoing COVID-19 pandemic.
- New employees must be fully vaccinated before their start date unless there is an exemption due to a medical condition or a sincerely held religious belief or practice is granted or as otherwise required by law.