



## **Job Description Co-Director**

Center for Political Education is a resource for political organizations on the left, progressive social movements, the working class and people of color. CPE's political approach is non-sectarian, democratic, and committed to a critical analysis of local, regional and global politics. We believe that organizing and activism grounded in strong theory and ideas are important tools for movement building.

Since its founding in 1998, CPE has hosted over 300 classes, forums, study groups, and cultural events on people of color, liberation movements, imperialism, labor, left theory, the prison industrial complex, feminism, LGBTQ movements, environmental, and economic justice issues.

CPE is seeking a co-director to oversee the day-to-day operations of the organization in collaboration with the other co-director and under the advisement of the organization's Community Advisory Board.

### **Experience**

Minimum four years' experience working with a social justice organization. Experience engaging in grassroots organizing a plus.

### **Responsibilities:**

#### **Infrastructure and Finance:**

- Conduct political landscape analysis, stay up to date on work of social and political movement organizations and issues related to organizing in the Bay Area
- Track registration and attendance of CPE classes
- Coordinate Community Advisory Board meetings and other activities
- Maintain CPE's contacts database
- Develop and monitor CPE's annual budget
- Communicate with CPE's fiscal sponsor regarding financial issues and management

#### **Fundraising**

- Coordinate individual donor program
- Plan and implement fundraising events
- Research and apply for foundation grants and fulfill reporting requirements
- Research and collaborate with Community Advisory Board members to conduct fundraising activities (i.e. grant proposals, events, sales, donor campaigns, solicitation letters)

#### **Programming:**

- Plan and coordinate programs including panels, workshops, classes, forums, study groups, conferences, and collaborative events.
- When appropriate, recruit and coordinate working groups to support planning specific events.
- Work with allies to plan collaborative projects.
- Monitor current events and local movement activities to inform programming.
- Provide regular updates to the CPE Community Advisory Board about program planning and solicit feedback and participation in planning from the group.
- Document the Center's events and make documentation publicly available (via video, transcript, etc.) when appropriate.
- Send follow-up communications to event participants and share materials for further conversation.
- Maintain a regular program calendar.
- Regularly evaluate programming.

### **Outreach and Relationship Building**

- Promote CPE's activities via CPE's website, email blasts, and social media
- Produce regular updates about CPE's activities
- Meet with organizations on an ongoing basis to fortify existing relationships and develop relationships with new partners
- Participate in Bay Area social movement events and mobilizations
- Promote CPE events through media outlets
- Design flyers and promotional materials
- Create promotional audio and video materials

### **Skills**

- Excellent facilitation and training skills
- Has strong relationships and is well respected among movement organizations in the San Francisco Bay Area.
- Excellent written and oral communication skills.
- Experience in political education development
- Able to balance multiple projects at once and to balance big picture thinking with attention to details.
- Able to identify and build relationships with organizations, networks, and movements.
- Attentive to local, national, and international political events and social movements
- Basic design and video editing skills a plus

People of color, women, transgender and gender non-conforming people, and formerly imprisoned people encouraged to apply.

To apply, please send a cover letter and resume describing your relevant experience to [center@politicaleducation.org](mailto:center@politicaleducation.org). CPE will accept applications on a rolling basis until the position is filled.