



## **Job Announcement: Co-Director for the Center for Political Education**

### **About the Center for Political Education**

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

Since our 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. Currently, we average between 2 and 4 events a month, which are a mix of public events (including both one-time panels and multi-session programs) and organizational support and consulting.

### **About the Co-Director Position**

CPE is seeking a co-director to oversee the day-today operations of the organization in collaboration with co-director, Rachel Herzing, and under the advisement of the organization's Community Advisory Board. CPE's staff is currently just the two co-directors. This means that this job is highly collaborative, and requires playing a variety of roles to keep the organization running.

### **Desired Skills and Experience**

We are looking for a co-director who values and has the skills to support the important role political education must play in building cohesive, coordinated, and strong left movements. We want someone with strong communication and collaboration skills who is excited about playing a leadership role within our organization. We are most interested in people who have developed meaningful relationships with movement organizations and who are skilled in building networks, organizations, and movements. We are looking for individuals who have practical experience facilitating political education and in social justice organizing.

- A minimum of four years' experience working with a social justice organizations. Experience engaging in grassroots organizing is a plus.
- Excellent facilitation and training skills
- Strong relationships and respect among movement organizations; relationships in the San Francisco Bay Area a plus.
- Excellent written and oral communication skills.
- Experience in developing political education curricula
- 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

## **Job 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
- 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

### **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
- Create promotional print, audio and video materials

### **Benefits, Compensation, and Logistics**

The position is full-time. The position will be in-person and based out of the San Francisco Bay Area. Co-directors receive a benefits package including health coverage (health, dental, vision), vacation and sick leave. Compensation is \$55,000/year.

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

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