



**OPAL**  
ORGANIZING PEOPLE / ACTIVATING LEADERS

OPAL ENVIRONMENTAL JUSTICE OREGON  
COMMUNITY ORGANIZER - OPAL's BUS RIDERS UNITE  
JOB DESCRIPTION

FULL-TIME EXEMPT // \$41,600 - \$46,000 ANNUAL SALARY Depending on experience  
APPLICATION DEADLINE: Monday, June 10, 2019

OPAL Environmental Justice Oregon seeks a dedicated and passionate individual to join our powerful team of grassroots organizers and community advocates. OPAL's mission is to build power for Environmental Justice and Civil Rights in our communities. We organize low income people and people of color to achieve a safe and healthy environment in the places we live, work, learn, pray, and play. We strive to create meaningful opportunities for our communities to impact decision-making.

This Community Organizer position is a member of the organizing team, reporting to the Organizing Director, working towards OPAL's mission by overseeing OPAL's transit justice initiatives, including Bus Rider Unite (BRU) and their campaigns.

Duties & Responsibilities:

**I. BASE-BUILDING AND ORGANIZING: (30%)**

- Develop base building goals and recruitment plan to grow Bus Riders Unite membership of transit-dependent people.
- Directly organize transit riders on the buses, platforms, train, community hubs, and other strategic locations
- Cultivate relationships with members, community partners, and other stakeholders to advance our campaign and program objectives
- Document and track participation of members
- Coordinate logistics for various member activities

**II. LEADERSHIP DEVELOPMENT AND POLITICAL EDUCATION (25%)**

- Manage the OPAL Organizing Fellows program and other regular organizer trainings
- Creation and development of popular education workshops and curriculum
- Train members on organizing and leadership skills (i.e. public speaking, grassroots fundraising, facilitation, campaign strategy, phonebank, action

planning)

- Facilitate political education workshops for members
- Work with members to deepen political consciousness through community solidarity events and workshops

II. **ORGANIZATIONAL CAMPAIGN DEVELOPMENT & ALLIANCE BUILDING (20 %)**

- Work with BRU and OPAL members to identify demands that challenge power
- Help conduct research to advance strategic campaigns
- Support members to participate in and lead campaign strategy & implementation
- Build relationships, alliances and coalitions to move campaigns
- Support members' participation in strategic OPAL alliances (Oregon Just Transition Alliance, etc.)

III. **ORGANIZATIONAL SUPPORT (15%)**

- Engage in overall organizational integration and planning processes, including yearly goals & strategic planning
- Develop work plans that align with organization-wide mission and activities
- Support and implement organizational decision-making processes, especially in regards to member participation
- Contribute to developing organizing systems and methods, as well as maintenance of administrative systems
- Support online communications and use of social media tools to publicize and promote the work (campaign updates, email, blog posts, instagram, twitter)

IV. **GRASSROOTS FUNDRAISING & GRANT MANAGEMENT (10%)**

- Identify and apply for small grants to support BRU organizing
- Manage grant reports and deliverables; incorporate grant goals into work plan
- Participate in and support OPAL grassroots fundraising efforts

In your cover letter, please answer:

1. What are the biggest challenges facing low-income communities of color in the Portland metro area?
2. What are some of the key strategies that advance solutions to these problems?
3. What do you think is your role in advancing those solutions?