



## OPAL Environmental Justice Oregon

2788 SE 82nd Ave., #203 Portland, OR 97266 

(503) 774-4503 

OPALpdx.org 

### BUS RIDERS UNITE COMMUNITY ORGANIZER

#### About OPAL

OPAL Environmental Justice Oregon is a 501c3 non-profit located in Portland. Our work is at the intersection of civil rights, environmental justice, and transportation access and equity. We focus on empowering individuals to actively engage in transportation related changes in the Portland metro region in order to increase accessibility for Black, Indigenous, People of Color, youth, low-income, and transit-dependent communities. We have a 14 year legacy of winning victories and growing the movement for environmental justice and a just transition.

#### About the Position

The Bus Riders Unite (BRU) Community Organizer will work towards OPAL's mission by overseeing OPAL's transit justice initiatives, including Bus Rider Unite (BRU) and associated campaigns. This Community Organizer position is a member of the OPAL Organizing Team. All applicants must be committed to combating and eradicating anti-Black racism.

Reports to: Organizing Director

Direct reports: none

Pay: This position is in the union bargaining unit. OPAL and the union are engaged in bargaining now. The current wage for this position is 45,000/annually subject to change based on bargaining with the union.

Exempt, Regular, Full Time

Benefits: medical and dental (100% of premium paid), professional development (\$1000 annually), progressive PTO policy, and in addition to 3 weeks of office closure each year.

#### Essential & Specific Duties

##### 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 (including digitally);
- Document and track participation of members;
- Coordinate logistics for various member activities;
- Create and execute outreach plans and social media to engage with members;
- Administrate social media pages and groups.

## II. LEADERSHIP DEVELOPMENT (25%)

- Train members on organizing and leadership skills (i.e. public speaking, grassroots fundraising, facilitation, campaign strategy and tactics, phonebanking, action planning);
- Lead members to deepen political consciousness through community solidarity events and workshops including follow up 1-on-1 outreach;
- Create and implement leadership development plans for members and identify opportunities for growth.

## III. CAMPAIGN DEVELOPMENT & COMMUNICATION (25%)

- Work with BRU and OPAL members to identify demands that advance OPAL's mission and address issues within the community;
- Plan and execute monthly meetings with members and subcommittees;
- Conduct research to advance strategic campaigns and translate that into easy to digest information;
- Guide members to participate in and lead campaign strategy & implementation;
- Oversee and be in relationship with BRU Steering Committee members, including setting up meetings, calls, and agendas;
- Build relationships, alliances, and coalitions on behalf of OPAL to meet campaign goals;
- Lead members' participation in strategic OPAL alliances (Oregon Just Transition Alliance, Getting There Together coalition, Climate Justice Alliance, Grassroots Global Justice, etc.);
- Create and execute online communications and use of social media tools to publicize and promote the work (campaign updates, email, blog posts, Instagram, Twitter), and work with communications team;
- Schedule and plan a regular email blast, on-going text communication with the communication team;
- Coordinate monthly phone bank;
- Data entry and analysis, including supporting and building out the OPAL database, Nation Builder.

## IV. ORGANIZATIONAL SUPPORT (15%)

- Engage in overall organizational planning processes, including yearly goals & strategic planning;
- Develop work plans that align with organization-wide mission and activities;
- Carry out organizational decision-making processes, especially in regards to member participation;

- Contribute to developing and implementing organizing systems and methods, as well as maintenance of administrative systems.

V. **GRASSROOTS FUNDRAISING & GRANT MANAGEMENT (5%)**

- 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;
- Plan and manage the end of year gathering for members and regular fundraising events.

Position responsibilities include other duties as assigned to meet the mission, vision, and values of OPAL Environmental Justice Oregon.

**Desired Qualifications:** These desired qualifications and experiences are preferred, but all candidates who are capable of completing the work and meeting the required goals of the position are encouraged to apply:

- Experience grassroots community organizing
- Experience being transit-dependent
- Experience with digital outreach and communications
- Experience leading or facilitating presentations, workshops, educational content
- Personable, comfortable outreaching to members and non-members alike
- Detail oriented, adept at handling many different simultaneous duties and responsibilities
- Prioritizes democratic collaboration and communication styles, and can build supportive relationships with coworkers and members
- Interested in environmental justice, addressing systemic racism and issues around transportation
- Bilingual (particularly Spanish)

**How to Apply:** If interested in applying for this position, please submit a resume and cover letter (attached as PDFs) to [jobs@OPALpdx.org](mailto:jobs@OPALpdx.org).

- Please include the posting you are applying for in the subject line.
- In your cover letter, please indicate how you heard about this position and describe your interest in this position, as well as how you are directly impacted by the issues that OPAL organizes around;
  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?

Please feel free to reach out with questions regarding the application process, or any assistance needed. **Your application must be submitted before end of day on Sunday, December 6, 2020.** This position will remain open until filled. OPAL is

an affirming, positive, diverse work environment. OPAL provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. We strongly encourage applications from people who identify as BIPOC, transit-dependent, low-income, LGBTQ, disabled, and/or women.