

JOB DESCRIPTION
COMMUNITY SELF DEFENSE COORDINATOR

Position: Full Time Community Self-Defense Coordinator
Salary: \$43-45,000
Benefits: Excellent health benefits, (fiscal sponsor: Tides Center) insurance
Reports to: Executive Director

JOB SUMMARY:

The Community Self-Defense Coordinator will be responsible for developing and coordinating the Community Self-Defense, Know Your Rights and Rapid Response programs of the organization. This position will also provide specific support to AROC's legal team via interpretation and translation, as needed.

General Duties and Responsibilities

COMMUNITY SELF-DEFENSE PROGRAMMING (60 %)

- Develops and implements community outreach plans and goals specific to challenging discrimination, surveillance, and targeting of immigrants, Arabs and Muslims.
- Ensures ongoing opportunities for members of the Arab and Muslim community to inform AROC's work, and regularly connects Arab and Muslim communities to relevant immigration services.
- Conducts regular one-on-ones and supervision with clients and members to gauge needs and experiences.
- Maintains appropriate tracking of individuals and our efforts via organizational database.

KNOW YOUR RIGHTS PROGRAM (30%)

- Develops relevant, accurate training and outreach materials for distribution, in both Arabic and English.
- Develops and implements culturally responsible KYR trainings.
- Trains new members to facilitate KYR and other topical anti-repression workshops.

ORGANIZATIONAL ACCOUNTABILITIES (10%)

- Coordinates the development and semi-annual evaluation of the project's annual work plan.
- Maintain documentation of workshops, trainings, meetings and outreach activities.
- Participates in staff meetings, retreats and other generative spaces to coordinate with other staff on this program, including providing program updates and opportunities for collaboration.
- Is regularly active, participating and contributing to political education and leadership development spaces.
- Supporting our legal team with translations during our consultation days.

Desired qualifications, skills and expertise:

- Bilingual and biliterate in Arabic / English
- Strong personal organization and communication skills.
- Demonstrable commitment to social, racial and economic justice.
- At least two years of experience in community organizing with communities of color (preferably low-income, immigrant, LGBTQ, or other oppressed communities).
- Knowledge of Arab community history in the US, including conditions and community organizing.
- Familiarity with the City and County of San Francisco and the surrounding region, including – local history, knowledge of various community organizations, political issues and players etc. strongly preferred
- Basic computer skills – e.g. familiarity with Word, Excel and web browsers required and Google Calendar & Google Drive, graphic design programs preferred

TO APPLY:

For immediate consideration, please submit your resume, and list of references to info@araborganizing.org with subject entitled "Job Application Community Self-Defense," No calls please.