

*Applications will be accepted on a rolling basis until the position is filled.*

**About Communities United for Police Reform:** [Communities United for Police Reform \(CPR\)](#) is an unprecedented campaign to end discriminatory and abusive policing practices in New York City, and to build a lasting movement that promotes public safety based on cooperation and respect – not discriminatory targeting and harassment.

**ORGANIZING & POLICY COORDINATOR Position Summary:** The Organizing & Policy Coordinator will work with other staff, members, partners, and supporters to develop, refine and implement plans that advance a bold, multi-strategy campaign for police accountability and public safety, including an ambitious and meaningful policy and organizing agenda. As a member of a small staff team, the ideal candidate is a seasoned organizer with significant policy experience, who is committed to CPR's issues, flexible and effective in a fast-paced and evolving environment, and has a great sense of humor.

## PRIMARY RESPONSIBILITIES

### Campaign Coordination (80%)

- **Manage organizing and policy campaigns.** Manage CPR's education, organizing and policy advocacy campaigns to ensure that priorities move forward in a timely and strategic fashion. This includes: coordinate legal research/analysis and public education materials related to policy and organizing campaigns; develop and coordinate implementation of campaign plans, including strategizing, trainings, events, actions and meetings; in collaboration with committee chairs and other staff, provide coordination support for annual/other planning/budgeting, plan/budget modifications, and regular committee/subcommittee meetings; supervise staff, volunteers/interns.
- **Coordinate Members and Partners.** Develop and supervise systems and strategies to ensure that CPR's membership and partners are informed and engaged in major campaign activities (e.g. coordinate membership and campaign-wide meetings); engage, recruit and orient new members and partners, as prioritized by the Steering Committee and/or Director; maintain and update membership listings.
- **Coordinate Events and Actions.** Work closely with members and other staff to provide additional coordination support for major campaign activities, as needed (e.g. turnout and logistics coordination for major campaign actions and events, etc.).

### Other responsibilities (20%)

- Develop, coordinate implementation, monitor and adjust multi-year, annual and campaign-specific plans and budgets.
- Participate in resource development activities (e.g. grant/report writing, individual donor cultivation and solicitation, etc) to raise financial resources for CPR priorities.
- Collaborate with other staff and members to ensure strong cross-area coordination throughout the campaign, including participation in communications strategies.
- Represent CPR at external meetings and events, as necessary to advance priorities.
- Share infrastructure/administrative responsibilities with other staff.

# COMMUNITIES UNITED FOR POLICE REFORM

CPR Organizing & Policy Coordinator  
Job Posting (updated as of 3/2017)

## Qualifications and Skills of Ideal Candidate

**Passion for/knowledge of police accountability issues, and demonstrated commitment to the vision and values of CPR.** Knowledge of key issues, commitment and demonstrated experience working with diverse communities directly affected by discriminatory policing, including: communities of color, low-income people, youth, LGBT people, homeless people, immigrants, Muslim communities, women, and people with disabilities.

- **At least 5 years experience developing and leading successful and impactful campaign(s)** (e.g. policy reform, community organizing, and/or civic engagement campaigns), with strong base-building and coalition-building experience across sectors, issues and communities. Successful track record cultivating relationships with policy-makers and elected officials. Demonstrated experience supporting and developing grassroots leaders. Familiarity and experience with New York city/state police accountability, political and social justice movement landscape preferred.
- **Strong interpersonal communication, facilitation, training, and supervision skills**, including: experience leading and working well in teams and coalitions; ability to understand and act on complexities of group/coalition dynamics; experience training groups of 30 -100 people; experience recruiting, retaining and supervising staff/volunteers
- **Excellent writing, research and public communications skills**, including: demonstrated ability to analyze issues, think strategically, and communicate complex issues clearly to a variety of audiences; experience and comfort with speaking publicly; ability and track record of writing well, quickly, and within deadlines.
- **Excellent organizational skills:** creative, results and detail-oriented, and able to manage and prioritize multiple responsibilities within deadlines.
- **Demonstrated fiscal management and fundraising experience.**
- **Spanish language proficiency strongly preferred.**

Position Reports to: Director

**Compensation and Schedule:** This is a full-time salaried position. Salary commensurate with experience and qualifications. Generous benefits package. Most work will be during business hours, but schedule varies based on activities of the campaign, and will require working evenings and weekends, as needed.

**How to apply:** Please send your resume, a cover letter, and contact information for three professional references to [jobs@changethenypd.org](mailto:jobs@changethenypd.org). Include the position title: "Organizing & Policy Coordinator" in the email's subject line. **The position will be open until filled.** No phone calls please. We appreciate all applicants, but please be advised that we can only respond to those we intend to interview. For more information about CPR, please visit our website at [www.changethenypd.org](http://www.changethenypd.org)

*Communities united for Police Reform (CPR) is an Equal Opportunity Employer and does not discriminate on the basis of race, creed, sexual orientation, gender identity, age, ethnicity, national origin, religion, or disability.*