



WASHINGTON FOR
BLACK LIVES



**Washington
Community
Alliance** ... ACTION FUND

Statewide Coordinator for Washington for Black Lives

About Washington Community Alliance and Washington for Black Lives

[Washington Community Alliance](#) (WCA) is a statewide network of organizations of color focused on multiracial democracy. WCA incubates Washington for Black Lives which was founded by our Black-led member organizations in the summer of 2020.

Background on Washington for Black Lives

Washington for Black Lives was born out of two punctuating moments in 2020. The first was Washington Census Alliance, where Black organizations from across the state came together in a multiracial coalition to launch [the largest relational organizing campaign](#) and [the largest civic mobilization](#) in our state's history. But things drastically changed in the summer when the police killings of Breonna Taylor, George Floyd, and Manuel Ellis catalyzed an unprecedented racial justice uprising and the [largest civil rights protests our country has ever experienced](#).

Today, Washington for Black Lives (a 501c3 fiscally sponsored project of WCA) has a [three tiered structure](#) to scale our work and our membership: a majority-Black core that meets biweekly to decide on strategy, a multi-racial advisory that meets monthly and contributes insights for the core, and a base of members that [follows our work for calls-to-action through email and social media](#). The mission of [Washington for Black Lives](#) is to be a unified Black-led coalition of organizations across the state that, in recognizing the innate power of our communities, demand economic, political, and social justice.

Position Summary:

- **Day to Day Management**
 - Develop a weekly work plan that incorporates feedback from WCA staff
 - Craft an agenda and deliver high-quality facilitation for the W4BL Core and Advisory meetings
 - Manage event planning for town halls and events (mostly online)
 - Facilitate and manage communications within the coalition and to the coalition (including responding within 48 hrs to inquiries from W4BL core and advisory members, as well as external messages sent to the team@waforblacklives.org alias)
 - Serve as the primary representative for W4BL advancing the organizations agenda
- **Member Management**
 - Update a membership list of core, advisory, and supporting members of W4BL
- **Policy**
 - Identify, analyze, and monitor projects and policies of interest to W4BL at the state and local levels, and coordinate legal analysis and drafting of legislative proposals with the team

- Work closely with the coalition's lobbyist during legislative session and year-round to advance policy centered on Black and Brown lives
- **Advocacy/Organizing**
 - Become a masterful articulator of priorities, policies, and vision of W4BL
 - Draft and edit training guides, training presentations, memos, templates, toolkits, text scripts, phone bank scripts, emails to support direct voter and volunteer contact over email, phone, text, slack, and other platforms
 - Provide actionable guidance for engaging with political candidates and campaigns for W4BL
- **Digital Content Creator/Communications**
 - Ensure a coordinated approach to this role through consistent communication and strategic conversations with WCA staff
- **Fundraising**
 - Routinely update a yearly and quarterly W4BL project plan
 - Collaborate with W4BL core leadership and WCA staff to update present funders and engage new, aligned funders

This job description is not intended to represent a comprehensive or final list of all elements, activities, or duties of the job. The statements above are intended to describe the general nature and level of work performed by the person assigned to this position.

Who we're looking for

The ideal candidate for this position will have a well-developed racial justice lens that includes an understanding of systemic racism and oppression, and will be self-reflective and willing to grow and learn around these topics. They will be matured in their understanding in such topics and have a vision for the ongoing health of the organization.

Washington for Black Lives is committed to prioritizing racial, reproductive, and economic justice and believes in fostering the leadership of all women, LGBTQ persons, and individuals from historically disenfranchised communities. All candidates will be considered. We encourage Black candidates to apply to foster and grow Black leadership.

Qualifications:

- Demonstrated experience managing coalitions, community based organizations, or large projects
- Excellent facilitation and written communication skills
- Strong self-direction and curiosity for new avenues and strategies for change
- High level of judgment and political acumen for managing sensitive political topics and situations
- Ability to thrive in a fast-paced environment with tight timeframes, adjust to changing strategies and demands, and prioritize and manage multiple projects
- Demonstrated experience with developing advocacy strategies that center the voices and lived experiences of directly impacted communities
- Skills and experience fundraising and connection-making in 501(c)(4) space highly preferred

Compensation & Benefits: This full-time, remote, WCA staff union position. While the base salary will be the range of \$61k-\$78k annually, compensation can be negotiable based on experience.

Benefits include:

- 100% employer-paid medical, dental, and vision insurance plus an annual wellness stipend
- Unlimited discretionary PTO, 14 paid holidays plus a 2-week paid winter break
- Monthly work-from-home stipend and professional development stipend

Applications will be reviewed on a rolling basis; priority deadline is February 20. **To express interest, please submit a resume to team@w4forblacklives.org with “W4BL Statewide Coordinator Position - [your name]” in the subject line.**

Non-Discrimination Clause: Washington Community Alliance and Washington for Black Lives follow an equal opportunity employment policy and employ personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, physical or mental ability, veteran status, military obligations, or marital status.