



Job Title	National Organizing Manager
Reports to	National Young Women's Advisory Council Program Manager
Location	Remote and/or Brooklyn, NY; some travel within the US required
Status	Full-time
FLSA Status (OT eligibility)	Exempt

Girls for Gender Equity (GGE) is an intergenerational advocacy organization committed to the physical, psychological, social, and economic development of girls and women. Through youth organizing, leadership development, and community-building for gender and racial equity, GGE challenges structural forces -- racism, sexism, transphobia, homophobia, economic inequality -- that work to constrict the freedom, full expression, and rights of trans and cis girls and young women of color and gender non-conforming youth of color.

Established in 2002, GGE has a dual approach of community-based advocacy and direct service that develops youth leadership and strengthens resources through our three core programs – the Sisters in Strength (SIS) Youth Organizing, Urban Leaders Academy (ULA) the Young Women's Advisory Council (YWAC). Within our approach, GGE targets New York City public schools based in underserved communities of color as sites to mobilize and collectively work toward gender, race, and class equity. GGE also embraces a range of participatory processes to center the needs of cis and trans young women and gender nonconforming youth of color locally and nationally.

GGE is looking for a **National Organizing Manager** to work with our **Programs Team**. The **National Organizing Manager** will be responsible for coordination, facilitation, and administrative management of various youth programs.

Duties and Responsibilities:

Technical Assistance and Coaching (25%)

- Support with direct technical assistance to local YWAC Program Coordinators to onboard National YWAC tools.
- Support with organizing program coordinators and developing monthly call agendas.
- Participate and support facilitation in monthly calls with community partners

Coordinating the National Young Women's Advisory Council (25%)

- Convene National YWAC several times a year, both in person and virtually, to work on shared priorities.
- Manage the grant project program for YWI participants
- Support the process by which National YWAC develops a national policy agenda relevant to the current political landscape
- Ensure 1:1 engagement with National YWAC members
- Assume main coordination of National YWAC webinars
- Support with National YWAC and local alignment.

Coordinating the National Agenda for Black Girls (25%)

- Convene National Agenda for Black Girls every other week and support with the curriculum planning for each session
- Ensure 1:1 engagement with NABG members
- Support the process by which NABG develops a national policy agenda relevant to the current political landscape
- Coordinate and plan the NABG policy cohort session with the Organizing and Policy Managers
- Write weekly newsletters for NABG
- Meet with young people to prep for events and support in writing public-facing documents
- Support in writing body copy for NABG & GGE social media
- Monitor the policy landscape of bills that pertain to NABG and the policy priorities
- Analyze the progress of the Biden administration for gaps, weaknesses, failures, and successes

Coordinating the Speakers Bureau (10%)

- Design and create shareable resources with young people about the program
- Mentor research groups; meet with research group regularly each month

Expansion Efforts (10%)

- With the Executive Team and other stakeholders, interface with key stakeholders who can support the expansion of this work, including but not limited to national partner organizations, foundations, individual donors and local and national stakeholders in government
- Assist in creating materials for a range of audiences that reflect local and national work in its current state and how we envision this work to expand
- Supporting expansion with the WH partnerships by being a support person for young people in the listening sessions as well as, writing policy memos for use as talking points

Administrative Support (5%)

- Provide program logistical support of National YWAC & NYC YWAC.
- Provide program logistical support of NABG
- Assume ownership of the NABG attendance and stipend process
- Assume ownership of ordering all YWI and NABG care packages and tech packages
- Assume ownership of the National YWAC attendance & stipend process.
- Organize bi monthly National YWAC webinars through Doodle or other tools.
- Assist with daily YWI tasks.
- Responsible for multiple reporting pathways for NABG, YWAC, and Speakers Bureau

Core Competencies:

- Effective interpersonal and communication skills, especially with young people.
- Excellent written and verbal communication skills.
- Highly organized, strategic thinker with the ability to work within timelines.
- Flexibility to work independently and collaboratively with all levels of staff & community partners.
- Familiarity with effective social change practice, transformative justice, restorative justice, and anti-policing models

- Ability to thrive collaboratively and independently in a small, dynamic team environment.
- Ability to maintain confidentiality and discretion in handling and processing confidential information and data.
- Ability to work collaboratively with young people as experts of their own lives.
- Ability to work in a range of professional settings including in government and with partner organizations and philanthropic entities.
- Ability to develop curriculum through an intersectional lens centering gender, race/ethnicity, and class.

Qualifications and Experience:

- Experience in non-profit, after-school programming, civic engagement, youth development, community organizing, advocacy, and/or organizing with young cis and trans women of color and gender non-conforming youth of color.
- Direct experience and competence working within organizations supporting the advancement of cis and trans young women and gender non-conforming youth of color in a social justice context.
- Understanding and passion for community-led transformation in government.
- Experience bringing directly impacted community members to lead social justice campaigns.
- Understanding of New York and the national political landscape including challenges and opportunities in the current moment.
- Understanding of movement building and how multiple approaches to social change are essential in creating change our communities deserve.
- Demonstrated experience working with youth and facilitating workshops for young people.
- Social work training preferred

Compensation and Benefits:

Salary for this role is \$60,000. GGE’s benefits & perks are outlined [here](#).

Limitations and Disclaimer:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position. The team member may be required to perform duties outside of their normal responsibilities from time to time, as needed.

For further details about GGE’s mission, vision and work, please visit <http://www.ggenyc.org>

How to Apply: All applications will be received via email. No phone calls or snail mail, please. All applications must include (in PDF format):

- Resume
- Thoughtful cover letter

E-mail applications to: JoinTheTeam@ggenyc.org
 Subject Line: National Organizing Manager /YOUR NAME

Applications accepted on a rolling basis. Start date ASAP.