



Job Description

Black Civic Engagement & Policy Coordinator

REPORT TO: Associate Director of Programs & Community Wellness

ONGOING COLLABORATION: S2SS Program Coordinators, Contractors, Associate Directors, Finance Manager and Executive Director

Application Deadline: Please submit your resume, cover letter and a writing sample on or before Friday, September 23, 2023

Organizational Overview

Soul 2 Soul Sisters is a grassroots, racial justice nonprofit. **Our mission** is to transform Colorado and beyond through Black Women-centered, love-based racial justice programs that focus on anti-Black racism, reproductive justice, reparations, and Black civic engagement and policy toward actualizing **Black healing, Black liberation and liberation for all**. Through our work, Soul 2 Soul Sisters strives to provide a sacred space for Black Women to rest, share their experiences, and develop and implement strategic plans for individual and collective peace, power, and joy.

A precious and protected aspect of Soul 2 Soul Sisters is we support Black Girls, women, femmes, and thens wherever they are in the broad spectrum of their lived experiences. Soul 2 Soul Sisters is boldly centering, honoring and protecting Black Girls and Black Women as we lead a love-based revolution.

Inspired by Womanist creative thought, the following principles guide Soul 2 Soul Sisters:

1. **All Black women, femmes and gender expansive beloveds.** Soul 2 Soul Sisters privileges Black people who identify as Woman, Trans, Non-Binary, Queer, elderly, spiritual, courageous, outrageous, religious, audacious, incarcerated, formerly incarcerated, serious, spontaneous, playful, disabled, creative, immigrant ... All Black Women are divine creations and are welcome.
2. **Self-love and love of Black women, femmes, and gender expansive beloveds are medicine to the soul.** Where there is self-love and love of Black Women, there is healing and liberation. Self-love and love of Black Women are intentional and unleash the power of each Black Woman. Self-love and love of Black Women promote growth and innovation, cultivating sacred space for creativity, vision and joy. Self-love and love of Black Women connect us with our ancestors, Universe, the Divine, and with generations to come. Through self-love and love of Black Women, we create futures in which each Black Woman is free.
3. **For Black women, femmes, and gender expansive beloveds, REST is a spiritual practice.** In a world that seeks to ravage every fiber of Black Women, rest is refreshing radical resistance. Rest is not lazy or selfish – rather it is nourishing, essential and divine. Rest is a spiritual practice since it helps us connect with the Divine, our humanity and each other more deeply. We do the work that our souls require. And we rest.



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4. **Black liberation work liberates Black Women, femmes, and gender expansive beloveds. NOW.** Since Black Women, femmes, and them have been robbed of liberation, it is our duty to create, chant, eat, sing, speak truth, be round, rest, deliver babies, march, celebrate, dance, vote, laugh, and more. We embody life-loving power as we get free. Now.

To learn more about Soul 2 Soul Sisters, please visit www.soul2soulsisters.org.

Position Overview

The Black Civic Engagement & Policy Coordinator is a role in our Black Civic Engagement & Policy program. This position weaves healing throughout both Black Civic Engagement & Policy and Reproductive Justice programs as well as leads the development and implementation of legislative session, election cycles, listening circles, educating and training community on various processes within those spheres. A key responsibility of the Black Civic Engagement & Policy Coordinator includes assisting in cultivating an anti-white supremacist organizational culture that consists of ongoing centering and honoring of Black Women, femmes & gender expansive beings, relationship-building, ongoing training and development, transparency, equitable dialogue, learning, making mistakes, celebration, lament, healthy conflict resolution, and much more. The Black Civic Engagement & Policy Coordinator is in ongoing communication with the Black Civic Engagement & Policy Manager and Associate Director of Programs & Community Wellness. The Black Civic Engagement & Policy Coordinator reports to the Associate Director of Programs & Community Wellness and is evaluated by Associate Director of Programs & Community Wellness.

Program overview

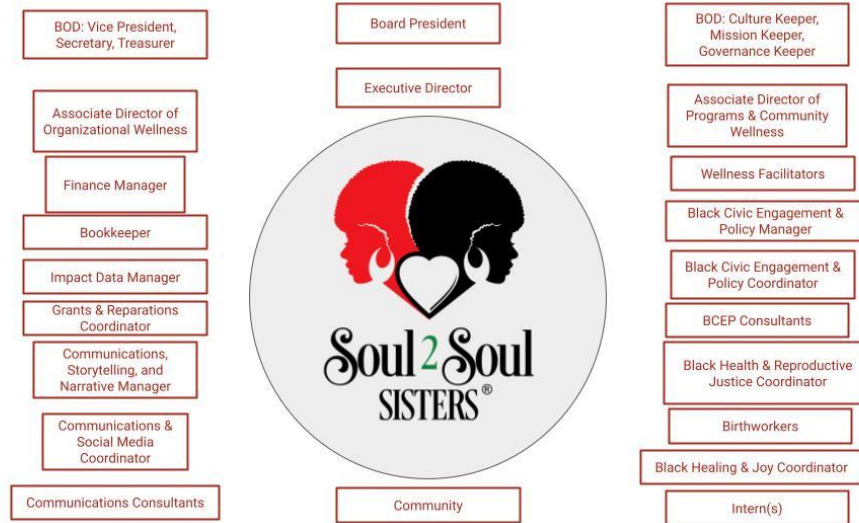
Our Black Civic Engagement program is a Black-led, non-partisan program that is committed to consistently advocating for the dismantling of anti-Black oppression within our institutions – at the legislature, the ballot box, and beyond. We do this work by running and supporting policies that keep our people safe and thriving, building a bridge between decision makers and our community, creating opportunities for collective knowledge-building on issues that impact us the most, and fostering spaces for Black people to heal from political harm.

Organizational Structure



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Key Job Responsibilities

This is a creative, loving, intuitive, sometimes swiftly-paced role that is foundational to the experience of and with Soul 2 Soul Sisters for staff members, Board members, contractors, interns, volunteers, and program participants. The work ranges from developing/implementing robust programming to being responsive to the most pressing needs of Black Womxn. The work is in five main categories:

Organizational Health & Wellness

- Assist in cultivating an organizational culture that includes centering and honoring of Black Women , Femmes & Them, relationship-building, individual/collective wellness praxis, joy, ongoing training/development, rest, transparency, equitable dialogue, learning opportunities, making mistakes, celebration, lament, healthy conflict resolution as it relates to Black Healing and Joy.
- Assist in cultivating positive, healthy relationships among staff members and contractors.
- Participate in healing and health practices for staff and contractors.
- Cultivate sustained relationships, communication, and collaboration with Soul 2 Soul Sisters Staff, contractors and interns.
- Follow standard financial operating procedures developed by the Financial Manager.
- Develop EOY programming report.
- Develop a program plan for the upcoming year.
- Look for and participate in professional development and professional growth trainings.
- Participate in meetings with grant writers and funders as necessary.
- Participate in the onboarding of new staff.



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- Complete paperwork.
- Daily inter-and intra-organizational emails, calls and texts.

Black Civic Engagement & Policy

- Knowledgeable of the healing and health realities of Black people and how healing modalities can impact the social determinants of health. These include Reproductive Justice, Economic justice, Mental Health, spiritual health, etc
- Has significant knowledge of the reproductive justice framework, which is foundational in designing and strengthening Soul 2 Soul Sisters healing and health work in ways that protect and honor Black Women's right to live in dignity with access to the resources needed to make informed decisions about our health, families and futures.
- Work in close partnership with Black Civic Engagement & Policy Manager during legislative session, remotely and in-person at the CO State Capitol
 - Provide support for partner bills:
 - keep track of bills we are supporting for organization partners
 - update messaging as needed
 - Attend partner/coalition meetings
 - Write and give testimony on partner bills on behalf of organization
 - Provide support for organizational bill priorities
 - Edit and review volunteer testimony
 - Support with coordinating testimony and storytellers
 - Support with providing storyteller appreciation
 - Support in hosting in-person and virtual Events
 - Write Opinion media on org and partner bills
 - Lead Trainings for program volunteers: legislative session, writing testimony, volunteer trainings, phonebanking, etc
- **Support with developing materials based on legislative messaging and election cycles**
 - Develop messaging and content that is intersectional and centered around Black communities for issue campaigns that can be used online, in the field, at the legislature, etc..
- **Support BCEPM with the implementation of leadership development programming**
 - Support with the recruitment of participants for program
 - Support with the development and implementation of the curriculum (eg. how to deep canvas, how to talk about reproductive justice, etc.)
 - Support with implementation of strategy and tactics driven by program participants
 - Eg. phonebanks, door knocking, texting
- **Support with developing materials based on election messaging**



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- Develop messaging and content that is intersectional and centered around Black communities for issue campaigns that can be used online, in the field, at the legislature, etc..
- **Support BCEPM with the voter guide (VG) for Black Beloveds**
 - Support with VG quality control by reviewing content and design
 - Collaborate on drafting content for VG
 - Support BCEPM in decision-making regarding ballot measure endorsements
 - Create a distribution plan for printed VGs and coordinate with team to drop guides
- **Drive collaboration between BCEP and Comms**
 - Keep social media calendar up to date + submit comms needs from the BCEP meetings in a timely manner
 - Share partner bill comms materials with the BCE + comms teams(eg. toolkits) and help to plan schedule for sharing on socials
 - Support BCEPM in putting together necessary materials for upcoming social media posts
 - Support BCEPM with socials and newsletter content review
- **Support BCEPM with event planning and execution**
 - May include supporting with logistics, comms posts, recruitment or content creation
- **Support with organizational relationship-building**
 - Sustain, cultivate, and build deep relationships with progressive partner organizations, coalitions, and stakeholders.
 - Maintain, grow, and identify partnerships and relationships. Partners and relationships include community partners, campaigns, advocacy partners, and civic engagement partners.
 - Consistently be a spokesperson for the organization
- **Support with rapid-response moments**
- Table at events and share our Civic Engagement and Policy work with community
- Send emails to volunteers/community partners
- Share data to include in quarterly and EOY reporting and support with report drafting

Program Coordination

- Collaborate on the creation and implementation of Soul 2 Soul Sisters' Black Civic Engagement & Policy Leadership Development programming
- Monitors program challenges and successes, responding accordingly to maintain alignment with Soul 2 Soul Sisters' mission
- Ensure that all programming is provided in a vibrant, engaging and sensitive manner regarding religious tradition, race/ethnicity, gender identity and sexual orientation



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- Responsible for collaborating with Communications Team on all marketing communications related to Black Civic Engagement & Policy (i.e. interpersonal communications, social media/email/printed publicity)
- Ensure participants complete an evaluation of each program
- Ensure Black program facilitators are compensated for their contributions in a timely manner
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- Develop innovative, bold, and consistent approaches for providing substantive programming for Black Women, Femmes & Them
- Collaborate weekly with Black Civic Engagement Program Manager in support of maintaining a smooth workflow, cohesive programming, and sustainable workload
- Collaborate with Black Civic Engagement and Policy Manager to drive a seamless connection between our electoral/policy and reproductive justice work
- Collaborate with Communications Coordinator in support of an integrative and creative communications approach to our Black Civic Engagement & Policy work
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Healthy Communication

- In sustained relationship, communication, and collaboration with Soul 2 Soul Sisters Staff, contractors, volunteers and interns
- Serves as one of Soul 2 Soul Sisters Black Civic Engagement & Policy spokespersons communicating verbally and in writing to: 1) Black Women, femmes and them, the Black community, and the general public; religious, racial justice, reproductive justice, reparations, civic leaders, and community agencies; and 3) established and potential Soul 2 Soul Sisters funders and supporters
- Develops innovative, bold, and consistent approaches for recruiting Black Women, Femmes and Them to participate in Soul 2 Soul Sisters programming
- Engage in public relations (i.e. media relations, public speaking opportunities) and marketing programming highlights to maintain a positive public image, community trust, and to potentially attract collaborators or participants
- Attend meeting with grant writers as needed
- Attend meeting with Board members as needed
- Daily inter-organizational emails, calls, and texts

Healthy Collaborations

- Develops or deepens collaborative relationships with Black Beloved leaders, Black Beloved-led groups/grassroots organizations toward effecting social transformation that positively impacts the lives of Black Beloveds
- Conducts one-to-one conversations with programming partners and supporters to identify ways to collaborate, thereby strengthening Soul 2 Soul Sisters Black Civic Engagement & Policy work



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- Maintains positive communication with the wide range of participants involved in programming
- Assists in amplifying Soul 2 Soul Sisters' position as a trusted community organization by being active and visible in the community

Knowledge, Skills & Educational Requirements:

- Commitment to Black Women, femmes and gender expansive peoples reproductive health/rights/justice, intersectional racial justice, Black communities, reparations, and Black voter engagement.
- Commitment to realizing and actualizing personal healing and liberation
- Ability to work with people of all ages, ethnicities, religions, sexual, economic, and gender identities.
- Has strong leadership and organizational skills.
- Expertise in working collaboratively to determine innovative and honoring ways to resolve challenges.
- Transparent and high integrity leadership.
- Strong organizational programming abilities including visioning, planning, curriculum development, program implementation, and delegating.
- Bachelor's degree in Religious Studies, Africana Studies, Black Feminist/Womanist/Feminist Studies, Communications, Community Organizing and Advocacy, Political Studies, Cultural Studies, Environmental Studies, Non-Profit Administration, and/or equivalent.
- Works positively with the wide range of participants involved in programming
- Expertise in working collaboratively to determine innovative and honoring ways to resolve challenges.
- Experience planning and facilitating engaging and effective workshops, trainings, meetings, and other community events.
- Excellent interpersonal skills, with demonstrated ability to interact effectively with people from diverse backgrounds and professional arenas. Must be able to work effectively with the Board of Directors, Staff, Interns, Volunteers and Program Participants, organizations, news media, and other stakeholders
- Excellent organizational skills, including the ability to handle multiple priorities with attention to detail and in a timely manner as well as flexibility and adaptability to change.
- Strong listening and problem-solving skills – ability to identify, evaluate, and solve problems effectively.
- Strong writing and editing abilities - ability to communicate effectively and clearly via written communication.
- Willingness and ability to have a flexible work schedule.
- Willingness and ability to travel.

Other Requirements



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- Valid driver's license, legally required car insurance, and use of a personal vehicle during business hours.
- Flexibility with work schedule – schedule requires some evenings and weekends and air travel.

Salary & Benefits

\$63,271 - \$78,031 commensurate with experience.

- Generous health benefits package..
- Significant opportunities for professional development and growth.
- This is a full-time position with length-of-time contingent on new/available funding.

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Location: This position is based in the Denver Metro area with some required travel.

This job description is subject to change based on funding availability and needs of Soul 2 Soul Sisters.

EQUAL OPPORTUNITY

Soul 2 Soul Sisters is an equal opportunity employer. Young Women/people, transgender people, gender expansive people, people living with disabilities and formerly incarcerated people are strongly encouraged to apply.