



6930 Carroll Avenue, Suite 506  
Takoma Park, MD 20912

Phone: 301.270.1855  
Fax: 301.270.1882  
info@saalt.org  
www.saalt.org

## **JOB ANNOUNCEMENT**

### **COMMUNITY PARTNERSHIPS COORDINATOR**

South Asian Americans Leading Together (SAALT), a national non-partisan non-profit organization, whose mission is to elevate the voices and perspectives of South Asian individuals and organizations to build a more just and inclusive society in the United States, is pleased to announce an opening for a full-time **Community Partnerships Coordinator** position that can be based in SAALT's Takoma Park, MD or New York City office.

**Position Title:** Community Partnerships Coordinator

**Job Status:** Full-time position with benefits, including health, dental, vision, and transportation stipend

**Location:** Takoma Park, MD or New York, NY

**Reports To:** Executive Director

**Priority Deadline:** March 1, 2016

**Start Date:** April 1, 2016

#### **Summary**

The Community Partnerships Coordinator will be responsible for leading or providing support to programmatic, policy, and administrative activities related to the National Coalition of South Asian Organizations (NCSO), and representing SAALT in broader immigrant and civil rights coalitions at the national level.

#### **Primary Duties**

- Initial point of contact for activities and communications related to the National Coalition of South Asian Organizations (NCSO), a national coalition of 49 member organizations across the United States that engage, educate, and mobilize our communities to ensure that South Asians are afforded equal rights, protections, and dignity. Duties may include the following:

##### **Programmatic**

- Building and maintaining relationships with current NCSO members and identifying potential new members.
- Conducting quarterly calls with each NCSO member to capture work updates, share NCSO information, and provide technical assistance around capacity building.

- Organizing and/or supporting field campaigns that include participation of NCSO members.
- Developing and conducting a regional landscape assessment to identify areas to enhance regional presence according to community need and NCSO partner interest.
- Building strategic regional presence in partnership with NCSO partners.
- Organizing regional/local trainings and events on civic engagement and other initiatives with NCSO partners
- Organizing and delivering quarterly webinar trainings and conference calls for the NCSO.
- Supporting capacity building sub-grant programs, such as *We Build Community*, and other programs serving the NCSO, such as the biannual *National South Asian Summit*.
- Representing SAALT at external events as appropriate.

#### Policy

- Assisting Policy Director with providing policy updates to and between NCSO members, developing advocacy toolkits for NCSO members, and organizing town halls, forums and regional Advocacy Days.
- Assisting Policy Director with developing updates related to issues included in SAALT's policy platform and where NCSO members are currently engaged, including the National Action Agenda
- Ensuring that issues and policy proposals SAALT engages with at the national level are consistent with NCSO member priorities for their communities.
- Connecting NCSO members with national government agencies and policymakers and assisting in trainings and preparation around government engagement to that end.

#### Administrative

- Maintaining the NCSO listserv and posting information and updates to the listserv.
- Developing an NCSO quarterly newsletter.

#### **Qualifications and Experience**

- Minimum of 3-5 years of experience working with community-based organizations, coalitions, campaigns, or projects.
- Well-developed vision and ideas for supporting local efforts and partners from the standpoint of a national organization.
- Interest in community organizing, civic engagement, and developing and sustaining partnerships with local organizations. Experience partnering with non-profit organizations and demonstrated ability to move partners toward action highly preferred.
- Excellent writing, analytic, and verbal/presentation skills with the ability to summarize information and connect with a variety of audiences.
- Successful track record of articulating, evaluating, measuring, and reporting goals and successes/areas of improvement.
- Demonstrated ability to be self-directed and handle and prioritize multiple tasks and roles.
- Demonstrated ability to work both independently and in a collaborative team-based environment.
- Demonstrated ability to think strategically, build internal and external relationships, exhibit a flexible approach to work, and quickly adapt and pivot to changing needs in a rapid-paced, non-profit environment.
- Exceptional email management skills and ability to thrive in a high-volume email office.

- Proficiency in Microsoft Office suite and ability to quickly learn other basic programs.
- Commitment to and passion for social justice issues and to a career in the non-profit sector.
- Understanding of and commitment to advancing and enhancing SAALT's mission.
- Commitment to an office culture where creativity and diversity are celebrated.
- Evening and weekend work and travel within the United States may be required.

### **Compensation**

SAALT will provide compensation for this position, commensurate with experience. Health, dental, vision, and transportation stipend benefits will also be provided.

### **How to Apply**

Please e-mail your cover letter detailing your relevant experience, resume, and an unedited policy-related writing sample (maximum 5 pages) *as a single PDF document* to [info@saalt.org](mailto:info@saalt.org) and indicate "Community Partnerships Coordinator" in the subject line. We are accepting applications and interviewing candidates on a rolling basis, and will give priority consideration to applications received by **March 1, 2016**. Only qualified candidates will be contacted. **No calls, please.**

***SAALT is an equal opportunity employer.***