



Job Opportunity

Title: Advocacy & Outreach Manager

Duration: Full Time

Location: Queens, NY

Salary: \$60,000 - \$70,000 plus benefits

Apply by: February 28, 2023

About the Organization: Jahajee Sisters is a gender justice organization that activates Indo-Caribbeans in New York to end intimate partner, family, and sexual violence. Our community of support guides women, girls, and gender expansive people to heal and create lasting change. Through leadership development, community organizing, arts activism, direct services, and building economic sovereignty, we amplify survivor voices and visions to transform culture.

About the Role: The *Advocacy & Outreach Manager* will grow our base, cultivate new leaders, raise awareness about Jahajee Sisters programs and offerings, and carry out local advocacy for systemic change. This role will grow our people power so we can change culture and systems to achieve gender justice. The *Advocacy & Outreach Manager* will recruit, train, and manage Jahajee Sisters' membership and volunteers. They will also represent Jahajee Sisters in city and state coalitions and with elected officials. They will have a regular presence in the Richmond Hill and South Ozone Park neighborhoods of Queens, where there is a dense population of Indo-Caribbeans.

Key Responsibilities:

- Volunteer/Member Recruitment and Retention
 - Refining our recruitment process, handling new participation inquiries
 - Organizing member and volunteer information
 - Orientation and training
 - Appreciation events
 - Maintaining a warm and supportive culture among our base
 - Engaging our base in program and campaign decisions
- Educating Our Base



- Teaching our base of young people and new immigrants how government works and politicizing them around racial and gender justice; inspiring our base to realize their collective responsibility
- Leading monthly Member Meetings where learning, leadership building, and relationship building take place
- Campaigns & Civic Engagement
 - Representing Jahajee Sisters and the Indo-Caribbean community in Asian American, immigrant rights, and gender justice coalitions; building new, strategic alliances
 - Building and maintaining relationships with Community Board, City Council, and state elected officials
 - Engaging our base to get out the vote in our community
 - Engaging our base in direct actions and legislative advocacy to win key policy changes that will empower our constituents and keep them safe
 - Working with our members to tell their stories for personal healing and advocacy
- Outreach
 - Lead monthly street outreach where we share COVID-related PPE distribution, Jahajee Sisters materials, domestic violence resources, timely social service resources
 - Represent Jahajee Sisters at community events (e.g. Diwali, Phagwah, Eid, Indian Arrival Day, partner events)
 - Build and maintain relationships with values-aligned and Indo-Caribbean community leaders/organizations
- Mutual Aid Efforts
 - Lead food insecurity efforts, including meal and grocery distribution during Eid, the winter holidays, and a back-to-school drive

Desired Qualifications:

- Organized, meets deadlines, highly accountable, prioritizes time management
- Highly communicative individual who is responsive and transparent about work progress and needs
- Strong emotional intelligence, ability to communicate with compassion and care
- Friendly, outgoing, enjoys talking with people and being out in the community
- Clear and persuasive written and verbal communicator



- Energetic team player who takes initiative and has a positive attitude
- Demonstrated experience leading people to accomplish a shared goal
- Experience with grassroots organizing, policy advocacy, and civic engagement
- Experience facilitating popular education workshops
- Ability to share campaign goals with community members in a culturally-competent way
- Deeply familiar with the Indo-Caribbean community and passionate about winning gender justice for Indo-Caribbean community members
- Open to wearing many hats in a small, active, and growing grassroots organization where team members are sometimes called to step out of their comfort zones
- Commitment to growth, receiving and incorporating feedback, and being on their “learning edge”
- Intersectional analysis and commitment to gender justice, racial justice, and immigrant rights
- Live in or be able to travel to the Richmond Hill and South Ozone Park areas of Queens on a regular basis; Ability to travel to Manhattan for coalition activities