



**EAST BAY ALLIANCE FOR A SUSTAINABLE ECONOMY**  
Building Power With Community, Workers & People of Faith

**JOB ANNOUNCEMENT:**

**Program Coordinator for the Faith Alliance for a Moral Economy (FAME)**

*Exciting opportunity to work at the intersection of faith and the movement for economic, social, and racial justice*

The **East Bay Alliance for a Sustainable Economy (EBASE)** has a 16 year track record of advancing economic, racial, and social justice by building a just economy in the East Bay based on good jobs and healthy communities. We address the root causes of economic injustice by developing strategic alliances among community, faith, and labor to build power and create change with low-income workers and communities of color. FAME is a project of EBASE.

The **Faith Alliance for a Moral Economy (FAME)** is a network of clergy, spiritual leaders, and people of faith. Our mission is to educate, organize, mobilize our communities to stand with low-wage and immigrant workers. We seek policies that will sustain lives with dignity for workers and their families by improving wages, benefits, and working conditions.

**POSITION SUMMARY**

The FAME Coordinator is principally responsible for building, engaging, and organizing with the network of faith leaders and communities in campaigns and project work on workers rights, immigrant rights, and economic justice; collaborating with unions and community groups; helping develop faith-rooted campaign strategy, and program administration. The FAME Coordinator is also responsible for developing and sustaining FAME membership and sponsorship for events. The FAME Coordinator supervises organizers and volunteers.

**RESPONSIBILITIES**

Recruitment, Network Coordination and Alliance- Building (40%)

- Recruit a diverse array of faith leaders and congregations from different religious traditions to educate them and meaningfully engage them in worker and immigrant justice campaigns, events, and actions.
- Build FAME membership and fundraising of individuals and faith institutions.
- Coordinate, collaborate, and organize with the FAME Steering Committee leaders.
- Build relationships with other ministerial alliances, denominational leadership, and faith networks.
- Execute programs that provide fellowship, inspiration and education for religious leaders and congregations that connect to existing FAME and EBASE campaigns.

Campaign and Project Strategy, Coalition Engagement (30%)

The FAME Coordinator works in coalition with workers rights and immigrant organizations to integrate faith-rooted organizing within campaigns.

- Play leadership role engaging with worker rights, immigrant rights, and economic justice coalitions and campaigns that FAME engages.
- Develop campaign plans and timelines with EBASE, FAME members, and coalition partners.
- Work with EBASE and partners to ensure affected communities and faith communities are part of the organizing strategy and campaign plan.
- Coordinate with other local and regional faith, worker, and immigrant rights networks (ex. ICIR, EBIC, IWJ) to maximize effectiveness.

### Staff Management, Program Administration and Communications (20%)

- Supervise clergy, organizers and volunteers.
- Leads program evaluation, planning, and budgeting.
- Partner with Executive Director and Development Director on FAME membership drives and to prepare and edit foundation grant proposals and reports relevant to FAME.
- Perform administrative and communications tasks, such as maintaining a database of contacts, sending action alerts, and communicating with members.

### Organizational Development and Personal Administration (10%)

- Participate in weekly staff meetings, internal trainings, strategic and annual planning, implementation and evaluation.
- Support “all hands on deck” requests from EBASE campaign teams, including mobilization support, phonebanking, civic engagement and other activities.
- Maintain personal organization systems (files, calendar, compliance with document retention & destruction policy).
- Complete reimbursements, timesheets and lobbying reports. Support staff people in the completion of these administrative tasks.

### **QUALIFICATIONS:**

- Minimum of five years experience with program management.
- Demonstrated organizing skills in building unity and motivating others to take action in a campaign and/or a congregational or ministerial environment.
- Demonstrated knowledge of religious institutions, commitment to organizing people of faith, and comfort level in working with diverse faith traditions.
- Experience in working with low-income communities and communities of color.
- Commitment to economic and social justice.
- Strong listening and persuasion skills.
- Strong writing skills and ability to use word-processing and database programs.
- Demonstrated ability to take initiative and show accountability to goals and workplans, with a commitment to work in team environment.
- Willingness to learn new techniques, ideas and skills.
- Position requires use of an automobile.
- Proficiency in Spanish is preferable.

The organization is willing to negotiate arrangements to accommodate existing ministerial commitments.

### **COMPENSATION AND BENEFITS**

Competitive salary between \$50,000-\$60,000 a year depending on experience, plus a generous benefits package. EBASE provides an excellent working environment that encourages team work and recognizes high-quality work.

### **TO APPLY, PLEASE EMAIL COVER LETTER, RESUME, AND 3 REFERENCES BY FEBRUARY 26, 2016, TO:**

Attn: Kristi Laughlin, Campaign Director at [search@workingeastbay.org](mailto:search@workingeastbay.org). Please send documents in Microsoft Word or Adobe pdf format with “FAME Coordinator Search” in the subject line. The position will be open until filled and starts immediately.

*EBASE is an affirmative action employer, and strongly supports the social goals of affirmative action. We therefore make special efforts to recruit individuals from groups that are historically under-represented in professional environments, or that suffer from broader societal discrimination. Applicants from all faith traditions are encouraged to apply.*