



Name of Organization: Force Detroit (a Project of the Faith in Action Network)

Position: Community Engagement Coordinator

Number of Hours per week: 15-19 (will grow into a FTE position)

Expected Timeline for Hire: July 2018

Overview:

FORCE Detroit, a project of the Faith in Action Network, is a culmination of interfaith, grassroots and public sector leaders committed to having hard conversations about complex community issues, pushing boundaries and generating creative justice oriented solutions. We leverage media and culturally relevant strategies to connect people least likely to be engaged to civic infrastructures. For more information about FORCE Detroit visit www.forcedetroit.org

Affiliated with the Faith in Action (formerly PICO National Network); FORCE is leading LIVE FREE formation efforts in Detroit. LIVE FREE is a national Faith in Action campaign to organize local communities across the country to reduce gun violence and end mass incarceration, and to generate the public and political will nationally to end the institutions and policies that contribute to the dehumanization of black and brown Americans. For more information on the LIVE FREE campaign please visit LIVEFREEUSA.org and for more information about the Faith in Action Network please visit faithinaction.org

FORCE works with nontraditional communities of faith, millennials, youth, directly impacted populations and within collaborative nonprofit spaces in Detroit to build power and support creative community led solutions to the long term, structural issues of over-criminalization, violence and poverty.

Summary:

Reporting to the Executive Director, the Community Engagement Coordinator will provide administrative supports to the Director, FORCE staff and community leaders. The Community Engagement Coordinator will own planning and implementation of logistical details for travel, trainings, community meetings and actions. The successful candidate must have a deep dedication to social and racial justice, will understand how to engage people from diverse

backgrounds and will enjoy lending structural and administrative strengths to justice leaders to build local movements. In addition, the ideal candidate has a knack for making sure an organization runs smoothly through proactive efforts and rigorous follow-through on commitments.

Responsibilities Include:

- Supporting Director, staff and teams of community leaders with administrative and logistical supports.
- Innovate around organizational systems and processes to increase our effectiveness with limited resources
- Light bookkeeping, including managing expenses for reimbursement.
- Database management.
- Maintaining organizational calendar.
- Handling logistics for legislative visits, public actions, meetings, demonstrations and/or rallies.
- Assisting with organizational communications; editing documents, sending mass emails, etc.
- Some travel out of state is required for trainings and events
- Valid driver's license & legitimate car insurance.
- Other duties as required

Qualifications:

- Bachelor's degree preferred, ideally in english, sociology, social work or business. Equivalent experience will be considered.
- Ability to learn quickly and follow social cues to successfully work with a diverse set of leaders within a multi-faith, multi-racial organization and movement.
- Willingness to learn, coach/be coached
- Precise, accurate written and verbal communications skills
- Excellent organizational skills including ability to juggle multiple priorities with self-managed follow-through and detail orientation
- Commitment to equity, social and economic justice and bottom-up social change
- Openness/understanding about one's own experiences (social, political, economic and racial).
- Computer proficiency in Google Suite, Word, Excel and PowerPoint; experience with Salesforce or another database program is ideal
- Previous administrative experience within a social justice organization, highly desirable
- Social media experience, preferred
- Ability to work with diverse faith institutions and racial/ethnic communities

- Deep respect for, curiosity about, and relative comfort with faith leaders and faith institutions
- Discipline and ability to work effectively in highly unstructured environment

Salary: Rate starts at \$17.00/hr.

***SUBMIT RESUME AND COVER LETTER BY MARCH 1, 2019 TO
FORCEDETROIT@GMAIL.COM***

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