

## **Dignity in Schools Campaign Coordinator Job Description**

The Dignity in Schools Campaign (DSC) is a growing national coalition of parents, youth, advocates, and educators who challenge the systemic problem of pushout in our nation's schools and advocate for the human right of every child to a quality education and to be treated with dignity. The DSC unites individuals and organizations around the country in a campaign to promote local and national alternatives to a culture of zero-tolerance, punishment, and removal. Over the next two years, the DSC will be coordinating a National Day of Action to mobilize grassroots community groups and other stakeholders in a strong statement against school pushout, hosting a national conference, and engaging in public education and coalition-building activities.

### **Position Description:**

This is a full-time, two year, salaried position.

The DSC is seeking a motivated, energetic, and disciplined individual to serve in a central coordinating capacity for the campaign. The Coordinator will work directly with diverse individual and organizational members around the United States and the DSC Core Group leadership team to carry out activities that meet DSC goals, strengthen DSC membership, and carry out DSC projects. The DSC Coordinator will work closely with communications staff to ensure the development and implementation of comprehensive and coordinated multi-media and communications strategies. The Coordinator will report to and work under the direction of a Core Group leadership team and will be based in New York City. Some national and regional travel will be required. A large part of the Coordinator's responsibilities will be to work on national activities and conferences, including a National Day of Action to stop pushout to be coordinated in multiple cities around the country.

### **Qualifications:**

Bachelor's degree in a relevant discipline; Masters' degree preferred; Minimum of 2-3 years of experience in organizing, advocacy, public policy, communications, and related fields; Passion for organizing; Knowledge of education policy and practice in the United States; Knowledge of the basic principles and practices of communications through various media; Strong experience and skills in writing and editing a wide variety of materials for difference audiences; Strong public speaking and facilitation skills; Knowledge of and interest in human rights strongly preferred.

The DSC Coordinator will be required to work independently and multi-task while maintaining a close working relationship with a diverse leadership team composed of individuals around the country. The DSC Coordinator will need to juggle multiple projects and monitor timelines for those projects while ensuring transparency and accountability for the Campaign with individual and organizational members. The ideal applicant for this position can communicate effectively, both orally and in writing.

### **Essential Duties and Responsibilities:**

Coordinate the implementation of DSC projects under the direction of the Core Group and Member Organizations to:

- Coordinate national DSC activities and events, including the National Day of Action, conferences, and other events.
- Assist individual and organizational DSC members in carrying out local, state, and regional activities as a broader strategy to promote and strengthen the work of the DSC.
- Work closely with DSC communications staff to develop and implement comprehensive media and communications strategies, online and print resources to disseminate human rights-based messages around the DSC's central issues and projects.
- Conduct research when needed for white papers, fact sheets, and other materials.
- Work closely and under supervision of the Core Group Chair in strategic planning, monitoring implementation and membership building activities.
- Field public inquiries and refer contacts to communications staff, Working Group and Core Group members as appropriate.
- Assist in identifying and developing relationships with new funding sources based on needs identified by the Core Group and Working Groups.

The Dignity in Schools Campaign values a diverse workplace and encourages individuals with non-traditional experiences and from historically underrepresented groups to apply.

### **Salary and benefits:**

The salary for this position is \$45,000 a year. The benefits package includes basic health insurance and 20 paid vacation days a year.

### **Deadline to apply is May 21, 2010**

How to apply: Please e-mail a cover letter, resume, and writing sample to [coordinator@dignityinschools.org](mailto:coordinator@dignityinschools.org).