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www.pushbuffalo.org

Title: Youth Organizing Manager
Reports to: Director of Organizing
Department: Organizing
Status: Full-time, Non-Exempt

Who we are:

PUSH Buffalo is a community-based non-profit located on Buffalo's West Side. At PUSH we know that our current energy system is not designed for the sustainable, regenerative future we need in our neighborhoods, cities, regions, states, and country. It does not put people over corporate profit, efficiently or affordably balance peakloads, deploy massive renewable energy assets, rapidly divest from fossil fuel infrastructure, address the disproportionate marginalization of black, brown, and poor neighborhoods, localize energy use/wealth, create dignified jobs, or make energy a basic human right. But that can, and will have to, change in the coming years. At PUSH, we organize people and money to implement environmental justice at the structural level. At the same time, our New Economy Department works to develop and implement community-based solutions on the ground, practicing change and investing in our ability to scale resiliency.

About the position:

The Youth Organizing Manager will work with staff to help guide PUSH Buffalo's strategy to meeting its mission to mobilize residents to create strong neighborhoods with quality, affordable housing; to expand local hiring opportunities; and to advance economic justice in Buffalo. S/He/They will be an experienced youth-based organizer who will train, mentor, and support a team of social justice focused youth organizers and leaders. The Youth Organizing Manager will manage data and reporting; implement a canvass plan in coordination with the Street Team Manager and Director of Organizing; have a strong commitment to social and economic justice; collaborate with diverse community and ally organizations; and conduct effective organizing, outreach and the promotion of a comprehensive organizing agenda.

Key Responsibilities:

- Directly supervise the work of the Youth Action Team. Collaborate with Director of Organizing, Street Team Manager and GSNC Program Manager to develop a strong youth organizing program within PUSH Buffalo on our voter registration and Get Out the Vote work, ongoing Climate and Housing Justice campaigns as well as emergent youth led campaigns that impact their daily lives.
- Develop, in collaboration with Organizing Director and Street Team Organizer, a Street Team Academy that teaches political education, organizing and canvas skills, PUSH campaign and issues, storytelling and more that is directed for and by youth members of PUSH Buffalo.
- Ensure weekly or bi-weekly work plans and dashboards are complete; quarterly goals are being tracked and met; needs are supported; and strategic objectives are integrated into field assignments and overall youth organizing program.
- Lead efforts for community outreach, recruitment, education, base-building and grassroots youth mobilization.
- Identify and develop community youth leaders: Organize and conduct one-on-one meetings to build relationships with potential leaders identified during recruiting measures. Training and inspiring leaders to do the same.

- In collaboration with Organizing Director and GSNC Program Manager, provide leadership development training to build the capacity of grassroots youth leaders.
- Develop and deliver community outreach program implementation and capacity building training among field organizers, leaders, partners and volunteers, facilitate communication and problem-solving and provide direct support as needed/requested (e.g., host check-in calls, facilitate on-site meetings, etc.).
- Develop field engagement plans to support PUSH Buffalo priorities and campaigns with Organizing Department
- Participate in evaluation and implementation of digital platforms for tracking and engaging outreach and volunteer activity
- Synthesize and deliver input from organizers and member leaders to PUSH leadership to help inform strategies
- Other duties as assigned

Specific job responsibilities:

- Perform job duties in ways that will promote and uphold our organization's mission.
- Uphold Push core values-Member Involvement, Inclusiveness, Ownership, Results Oriented, Relevant, Justice
- List specific tasks/responsibilities
- Other duties as required

Qualifications for Entry into this Position:

The ideal candidate will have experience in the community organizing, specifically youth organizing, field, as well as have a commitment to upholding PUSH's mission to mobilize residents to create strong neighborhoods with quality, affordable housing, expand local hiring opportunities and to advance economic justice in Buffalo.

Knowledge, skills, and abilities:

- 3+ years organizing experience, prior experience managing staff a plus.
- 3+ years of working directly with youth, specifically youth of color, poor and working-class youth and/or youth of immigrant and refugee backgrounds.
- Effective interpersonal skills and the ability to lead, motivate and inspire a team
- Excellent written and verbal communications skills and the ability build consensus amongst a wide range of individuals. Comfort with presenting and engaging in public speaking events also necessary.
- Experience working with diverse constituencies, including bipartisan coalitions and communities of color
- Strong people-management skills, and experience managing teams preferred
- Relentless commitment to meeting goals and deadlines, and demonstrated ability to motivate others to do the same
- Experience developing training programs
- Strong commitment to social justice solutions
- A self-starter, one who is motivated, able to work in a decentralized work environment with moderate supervision, and juggle multiple projects simultaneously
- Excellent judgment, professionalism, and ability to work independently and take initiative;
- Strong problem-solving skills, including ability to respond quickly and effectively to unforeseen challenges;
- Effective listening, probing, and assessment skills;
- Proficiency with digital organizing tools including Salesforce and Microsoft Office
- Willing and able to travel extensively and work nonstandard hours, e.g., evenings and weekends

Physical Requirements

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary Range and Benefits

Commensurate with experience

Join our team and build your career with us! We offer:

- Supportive, stimulating and collaborative environment with passionate colleagues dedicated to building community, equity and justice
- Opportunities for professional growth and development
- PUSH pays for employee benefits package including health, dental, vision
- Generous paid time off package
- Flex Time
- Employee Assistance Plan

How to apply

Proposals will be accepted until the position is filled and will be considered on a rolling basis. Proposals should include a letter of application, resume, and contact information for two professional references. Proposals will only be accepted by email, and should be sent to:

Harper Bishop
Deputy Director of Movement Building
Harper@PushBuffalo.Org

The letter of application will be a critical document for determining who will be interviewed for this position. The letter should summarize relevant experience and skills. The letter should also discuss why the candidate is enthusiastic to assume the responsibilities of this position.

PUSH is an equal opportunity employer.

PUSH recruits, employs, trains, compensates and promotes regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law.

At PUSH, we have a clear vision: to be the place where a diverse mix of talented people want to come, to stay and do their best work. Our organization runs on the hard work and dedication of our passionate and creative employees.

PUSH's dedication to promoting diversity, multiculturalism, and inclusion is clearly reflected in all that we do. Diversity is more than a commitment at PUSH—it is the foundation of what we do. We are fully focused on equality and believe deeply in centering marginalized communities. All qualified applicants will receive consideration of employment without regard to race, religion, age, gender identity or expression, sexual orientation, religion, ethnicity, national origin, genetics or veteran status.