



Western Regional Advocacy Project

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WRAP is Hiring!

Position: Organizing Director

Type: Full-time (40 hours per week).

Hours: Currently, member meetings are 2nd and 4th Thursdays of the month. Flexibility required depending on changes to call dates/times and/or other meetings and events. Some travel required

Rate: \$45,000.00 /\$50,000.00 year (DOE). Full health/dental benefits, two weeks paid vacation and 5 paid sick days for the first year.

Supervision: Executive Director

Role: This position is in support of both the WRAP office and the core/campaign member groups in all of our work. This position requires travel to our member communities to build solidarity with, and amongst, our member organizations. WRAP supports our core members by providing organizing tools and research for them to use in their anti-criminalization and housing campaigns as well as coordination to build a regional /national movement together and strengthen connections of WRAP's priorities with broader racism, classism, neo-liberal capitalism and criminalization campaigns.

Responsibilities:

1. Check in with members on regular basis to track campaigns, offer assistance and inform each member group what other groups are doing/learning and messages/strategies they are using
2. Staff member calls: (a) Send out reminder notices with all necessary materials beforehand, (b) create agendas, (c) write up minutes (d) facilitate calls as needed.
3. Take minutes at staff meetings and keep updated work plans, for staff and members
4. Update/maintain contact lists for communications, member meetings, media, ally supporters and research
5. Assist in the coordination of logistics for legislative advocacy and program efforts
6. Assist research on Business Improvement Districts, Criminalization and Affordable Housing and connect WRAP's priorities with broader anti racism, classism and neo-liberalism campaigns.
7. Represent WRAP on national campaigns, and community forums (as needed)
8. Maintain media contact lists, and draft press releases when necessary
9. Develop newsletter content and write at least one article per month that connects our members work to each other
10. Coordinate logistics/direct action for Face to Face meetings
11. Create fact sheets for local and national use
12. Ensure all materials on the Website are up to date
13. Meet monthly with supervisor (ex director), bi-weekly staff meeting

Required Skills:

1. Ability to be both self-directed and organized in a variety of projects, while also taking the lead of WRAP core members and implement core member decisions and processes.
2. A strong understanding of community organizing and building power.
3. A commitment to WRAP's mission, structure, decision-making process and campaigns.
4. Ability to accurately take minutes, edit your own work and writing of others for accuracy and consistency.
5. Experience in developing workplans, follow up steps and tracking who is responsible for what.
6. Proficient with Microsoft Word, Outlook, Excel, google docs, and Constant Contact - or other newsletter management systems.

Desired But Not Required Skills:

1. Lived experience with issues of homelessness and poverty.
2. Bilingual (Spanish).
3. Photoshop - or other graphics software

To Apply:

Send resume and cover letter to Paul Boden (executive director) pboden@wraphome.org Open until filled. No calls please.

About WRAP

The Western Regional Advocacy Project (*WRAP*) was founded in 2005 by local social justice organizations across the West to bring about these systemic changes. We are building a multi-issue, multi-racial and social justice-based coalition which brings people together across the local-national divide, thus giving us the strength and experience to make ending homelessness a national priority. Our mission is to work at the federal, state and local levels to expose the root causes of homelessness, to challenge unjust and misguided housing policies, and to fight the criminalization of poverty and homelessness. As a regional organization that also works with national and local allies we are gaining the power of collective mobilization while remaining accountable to our constituencies.

All of WRAP's work and priorities are set by our Core Member Organizations. Our strategies include:

- *Community Organizing* — we identify the issues of concern to homeless people through street outreach and activate our members to work for change on those issues.
- *Advocacy* - We take the priorities developed through these efforts and advocate for policy change nationally and state-wide.
- *Research* — we produce and distribute timely and accurate information to support our campaigns. This research culminates in reports, artwork, training materials, and media.
- *Public Education* — we speak regularly at community meetings, public hearings, social forums, conferences, and universities in order to influence public opinion.
- *Direct Action* — we exercise our right to assemble and hold decision makers publicly accountable for changing policies that