



Position: Field and Media Organizer
Program: The Leadership LAB at the Los Angeles LGBT Center
Reports to: National Mentoring Coordinator
Salary: \$41,600/year
Status: 100%, Full Time, Exempt
Probation: 180 days
Benefits: Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403B retirement plan

JOB SUMMARY:

Organizers at The Leadership LAB at the Los Angeles LGBT Center work to reduce prejudice against lesbian, gay, bisexual, and transgender (LGBT) people through voter education. In Los Angeles, staff members recruit and train teams of volunteers to have face to face conversations with voters about LGBT rights, develop new approaches to voter education, and build individual volunteers' leadership skills. Nationwide, the LAB partners with LGBT advocacy organizations to share these new approaches and help them build their own volunteer capacity.

ESSENTIAL FUNCTIONS:

- 1) Responsible for the management of our voter education program with a particular focus on elements that relate to media production, video editing, and leadership development.
- 2) Responsible for the training and leadership development of a diverse array of volunteers;
- 3) Execute a variety of production roles including videography, sound recording, media management, and editing;
- 4) Responsible for the recruitment and management of volunteer editors and volunteer videographers;
- 5) Plan and execute production projects from inception to completion;
- 6) Identify and cultivate interview subjects for in-house voter education spots;
- 7) Engage in and train others to engage in face to face voter education;
- 8) Coordinate the tracking of results and data;
- 9) Coordinate events as needed, including canvasses, phone banks, and election day actions;
- 10) Create insight into voter persuasion on LGBT rights as well as the rights of other stigmatized groups;
- 11) Perform other duties as assigned.

JOB QUALIFICATIONS AND EXPERIENCE:

- 1) 1 year experience with all stages of media production (videography, lighting, sound recording, editing, audio finishing);
- 2) 1 year experience with the use of one or more editing systems (Final Cut Studio 3 / Final Cut Pro 7 a plus);
- 3) 1-2 years' experience with all areas of volunteer recruitment - experience organizing in the LGBT community, communities of color, or on political campaigns, specifically, a plus;
- 4) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigrations statuses, and physical abilities in a multicultural environment;
- 5) Strategic thinking and planning abilities; the capacity to honestly evaluate others' and one's own work; ability to give praise and constructive criticism;
- 6) Demonstrated ability to train and motivate others;
- 7) Excellent public communication and interpersonal skills;
- 8) Willingness to work long and irregular hours periodically, as well as evenings and portions of weekends on a regular basis;
- 9) Team player; experience as a team leader; willingness to lead and initiate; a self-starter;
- 10) Valid driver's license; insurable; reliable transportation;
- 11) Bilingual a plus (English-Spanish);
- 12) Knowledge of statistical research methods a plus;

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.

E-mail resume and cover letter as a word attachment to jobs@lalgbtcenter.org

website: www.lalgbtcenter.org

Or submit application/resume to: Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028