



Job Title: CLT Membership Coordinator (Full-time)

Schedule: Monday through Friday, 9 a.m.–5 p.m., with flexibility to work evenings and weekends as needed.

Pay: \$27 - \$30 per hour, depending on experience

Deadline: Applications will be accepted until February 7, 2025

Location: Primarily remote, with regular in-person meetings in the community. The position is based in Long Beach, CA, and surrounding areas. Travel may be required.

### **Organization Description**

Long Beach Residents Empowered (LiBRE) is a grassroots membership organization dedicated to ensuring everyone has access to safe, healthy, and affordable housing. Our goals are focused on Long Beach and Los Angeles County to help all tenants, especially low-income tenants, resolve their rental housing issues through learning and asserting their rights; to organize within their buildings, neighborhoods, and communities; to maintain and preserve safe, healthy and affordable housing; and mobilize for stronger tenant protections and greater accountability of the institutions affecting their homes; support the funding and development of more affordable housing.

### **Job Summary**

Job Summary: The CLT Membership Coordinator is an essential part of the operations of LiBRE's Community Land Trust (CLT) project and reports to the CLT Director to assist in building the membership and community base of the CLT project. Key duties include working closely with the CLT Director to facilitate workshops (including virtual workshops), art projects, community gatherings, meetings, and other actions to involve Long Beach residents as CLT Members, volunteers, and as part of the community land trust movement, and represent LiBRE in meetings and events as required. The CLT Membership Coordinator will work to strengthen the CLT project's broad base of members, will be committed to housing justice, and will understand what it takes to build a movement and take bold action to transform the quality and affordability of housing in Long Beach, CA. This is a full time (40 hours per week) and hourly position, and will be compensated at an hourly wage of \$27-\$30 per hour, depending on experience. **Note that the responsibilities outlined below do not represent an exhaustive list of job duties.**

### **Primary Responsibilities, Duties, and Tasks**

#### Outreach & Engagement

- Responsible for building up the CLT Project's membership base
- Engage with members, partners and allies through social media, email, telephone,

and in-person canvassing to mobilize for events and actions

- Mobilize community members to attend events, meetings, and activities hosted by LiBRE, our partners, and as part of the community land trust movement. This can include making phone calls, knocking on doors, or other strategies to invite the community to participate
- Facilitate trainings and popular education learnings for residents about community land trusts, social justice, racial justice, economic justice strategies, collective governance, and community ownership, whether leading these workshops yourself, with other LiBRE participants, or with outside technical support
- Facilitate the Membership Committee and build up the skills of members to engage in community outreach
- Organize consistent monthly membership meetings, creating plans and curriculum for member engagement
- Represent LiBRE in meetings, events, and coalitions as required. May involve some traveling
- Coordinate CLT event and meeting logistics, including creation of agendas and materials for meetings, reserving meeting space, sourcing and ordering supplies for events, and participating in day-of set-up and coordination of events
- Support CLT events, meetings, actions, and activities in the community, especially those that promote participation and capacity building for residents around CLTs

#### Communications

- Correspond with community members and CLT members via the CLT contact email
- Collaborate with the Communications team on the development of CLT newsletters, text blasts, and other communications
- Assist with the creation of CLT educational materials, including PowerPoint presentations, pamphlets, and handouts
- Research information as needed and create materials based on that research
- Assist with the translation of communications into Spanish and provide interpretation at meetings and with constituents as needed

#### Data Management

- Update and maintain LiBRE's CLT database of members and contact lists
- Assist in keeping track of new member sign-ups and communications with members

#### Administrative & Other Responsibilities:

- Attend meetings with various team members including the CLT Director, Membership Committee, project committees, or others, to create and implement collective work plans that will advance the interests of CLT members
- Provide support for other tasks as needed

## **Qualifications**

### Minimum Qualifications

- A minimum of 1 year of organizing experience (volunteer or paid)
- Excellent time management skills and ability to multitask and prioritize work
- Attention to detail, problem-solving skills, and strong organizational and planning skills
- Experience/skill in organizing and operations, including office and communication systems
- Proficiency in social media, Google Docs suite, and other forms of digital collaboration and communication
- Ability to learn and convey a vision of the CLT's strategic future to others, and to apply this vision to the work
- Demonstrated ability to work well with diverse groups of people and willingness to challenge oneself and others to undo racism, homophobia, xenophobia (fear or hatred of immigrants) and other forms of oppression
- Understanding of the complex realities faced by renters, low-wage workers, and migrant communities, as well as a commitment to building leadership with these communities
- Demonstrated ability to collaborate with others
- Strong written and oral communication skills
- Bilingual; excellent verbal and written skills in English and Spanish
- Experience with translation and interpretation in Spanish and English and ability to translate documents proficiently
- Critical thinking and creativity in the planning of community events and activities, including virtual events
- Access to a vehicle or other mode of transportation

### Desired Qualifications

- Experience in non-profit settings
- Experience with community- and member-based organizations
- Knowledge of community land trusts and/or housing issues
- Familiarity with local history, city/neighborhood geography, local organizations, political landscape, land use issues, etc

## **How to Apply**

Applications submitted by 11:59 p.m. on February 7, 2025 will be prioritized. To apply, send an email to [nazir@wearelbre.org](mailto:nazir@wearelbre.org) with the following materials in PDF format:

1. A cover letter written by you, introducing yourself and stating your interest in the job, the main points of your experience and skills, and your contact information.
2. A resume outlining your job experience, roles and responsibilities you have held, as well as any special skills you have. For questions, please contact [nazir@wearelbre.org](mailto:nazir@wearelbre.org)