



## **United Parents and Students (UPAS) Lead Organizer – Connecticut**

Reports to: Executive Director of UPAS  
Classification: Full-time, Exempt, Salaried  
Start Date: Immediately  
Location: Southern Connecticut  
JD last reviewed: *2/8/2022*

### **OPPORTUNITY**

United Parents and Students seeks a founding Lead Organizer to be part of the movement to create change in Connecticut communities around school and education with immigrant parents, students and their allies. This is an amazing opportunity to start and lead an organization dedicated to breaking the cycle of poverty by helping low-income people participate in decisions that affect their lives, families, and communities. Through a proven model of education, training, and action, UPAS develops and nurtures parent and student leaders to activate the latent capital of their communities.

### **ABOUT UNITED PARENTS AND STUDENTS**

United Parents and Students (UPAS) is a non-profit organization comprised of parents, students, and community members dedicated to addressing the factors in and outside school boundaries that not only pose barriers to learning, but also inhibit local quality of life. Originally founded as an affiliate of Green Dot Public Charter Schools, UPAS has affiliates in Los Angeles, New Mexico, Washington, Tennessee and now growing in Connecticut

### **POSITION SUMMARY**

The Lead Organizer role oversees the engagement and organizing of families in the Stamford communities served by Building One Community (and future affiliate members.) This entails relationship building with families and potential partners, training them in the skills of community organizing, and supporting them in building a base to meet with public officials and other regional leaders and take collective action. Additionally, the Lead Organizer leads efforts to bring on new affiliate organizations and to bolster civic engagement throughout Connecticut. The Lead Organizer will be self-motivated, take initiative, a team player, and detail-oriented. The Coordinator will work time as follows: 80% to B1C and 20% exclusively to recruit other organizations to the UAPS effort.

### **ESSENTIAL RESPONSIBILITIES**

- > Lead efforts to engage and organize parents to build an organization that can advocate for students and families
- > Hold 1-on-1 meetings, house meetings, and leadership team meetings and trainings with parents and community members, in order to build relationships, identify issues of concern, develop plans of action, and support in learning the skills of community organizing
- > Support families in holding local and regional actions, in which they meet with public officials around issues of concern in their community
- > Disseminate communications across various platforms to target outreach lists including mass emails, flyers, mailers, phone banks, social media, etc.

- > Track, enter, and maintain data on and participation in events in data platform; Generate reports to identify target outreach recipients, evaluate event attendance, measure efficacy of community initiatives and provide progress to goal updates to manager
- > Assist with the connection of schools, CBO's and families to local resources
- > Solicit new partnerships to serve United Parents & Students members and coordinate implementation of existing partnerships.
- > Plan annual assemblies and organization-wide events and lead turnout efforts.
- > Participate in United Parents & Students professional development programs
- > Participate in other events aimed at promoting or developing United Parents & Students
- > Additional duties as assigned.

*This job is a combined home office and site-based position, with the majority of time at sites. The position utilizes typical office equipment (computers, phones, photocopiers, etc.). Normal business hours are 8:30am – 5:00pm, Monday-Friday (although these hours may vary and do require evening and weekend work based on organizational needs). Travel is often required between sites.*

## QUALIFICATIONS

- > Ability to influence and motivate others
- > Demonstrated team player
- > Organized and detail oriented
- > Ability to build trusting and meaningful relationships
- > 5-7 years leading community organizing efforts and/or working with diverse, low-income communities highly desirable.
- > Fluent in English and Spanish – verbal and written
- > In-depth understanding of the Southern Connecticut community landscape
- > Existing relationships with community leader preferred
- > Demonstrated commitment to community and civic engagement
- > Self-starter, with ability to work independently
- > Demonstrated desire for ongoing learning and development
- > Community organizing experience preferred
- > Experience with databases; proficient with Excel
- > Ability to learn new technological platforms quickly
- > Transportation to travel between school sites and other community institutions
- > Bachelor's degree with a demonstrated track record of academic success preferred
- > Dependability, humility, sense of humor, and a rock-solid commitment to UPAS's mission and the communities we serve
- > Must be able to pass a background check at time of offer

*The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor is it intended to be an all-inclusive list of the skills and abilities required to perform the job.*

## COMPENSATION

The annual salary for this position is \$70,000. We offer a comprehensive benefits plan including (but not limited to) medical, dental, vision, life insurance, and retirement options. We also provide generous time off to support overall work-life balance while giving employees the opportunity to impact a growing, mission-driven organization that is committed to the success of all students.

## APPLICATION PROCEDURE

We require all candidates to complete an [online application here](#).

Only those applicants chosen for an interview will be contacted. We are looking to fill this position immediately.

*UPAS is a fair chance and equal opportunity employer. As such, UPAS is committed to providing equal employment opportunities to all applicants, without regard to their actual or perceived race, religious creed (including religious dress or grooming practices), color, national origin or ancestry (including native language spoken), physical or mental disability (including HIV or AIDS), medical condition (including cancer or genetic characteristics), genetic information, marital status (including registered domestic partnership status), sex (including pregnancy, childbirth, lactation and related medical conditions), gender (including gender identity and expression), parental status, age (forty (40) and over), sexual orientation, Civil Air Patrol status, military and veteran status, citizenship, immigration status or any other consideration protected by federal, state or local law. Please note that we are unable to sponsor H1-B Visa applicants.*