



COFA Alliance National Network

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## EMPLOYMENT OPPORTUNITY

**Position Title:** Community Organizer

**Reports To:** President of the Board or Designee

**Duration:** Limited Duration 12 Months

**Hours:** 20-25 hours / week

**Compensation:** \$15 - \$17 per hour

*Consideration of candidates will begin August 1st, 2015 and continue until the position is filled*

The COFA Alliance National Network (CANN) is looking for an organized, motivated individual provide community organizing and administrative support focused on identifying and convening new leadership and strengthening communication systems in order to achieve CANN's goal of advocating for COFA islanders. The ideal candidate is results oriented, with at least 1 year of organizing or administrative support experience. This position will be based out of the Asian Pacific American Network of Oregon (APANO) who is our fiscal sponsor.

CANN (COFA Alliance National Network) is dedicated to advocating for the people of the three Pacific Island nations that have a unique Compact or treaty with the United States. The treaty is called the Compact of Free Association. The primary goal of the organization is to seek social and economic justice under the law for all COFA residents in Oregon and throughout the 50 states and it's territories. The three COFA nations are: The Republic of the Marshall Islands, The Republic of Palau and the Federated States of Micronesia. CANN is focused on educating Oregonians and Americans about the many issues confronting COFA people residing in the United States.



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### **Position Description:**

The Community Organizer is responsible for organizing communications and administrative tasks for the day-to-day operations of CANN as assigned. Under the direction of the President and/or his designee the position will work with all Board members and workgroup leaders to execute all the organizing and communications needs including but not limited to convening, call-to-actions, trainings and meetings.

The ideal candidate will have proven organizational skills and attention to detail. Preferably, the candidate will be a member of the COFA islander communities or has an in depth understanding of and connection to the COFA community. The candidate will be able to practice good leadership and communication skills and is expected to work closely with the President of the Board of CANN or his designee. The position is expected to have a high degree of flexibility, the capacity to adapt to changes in the environment, and be comfortable with close coordination and communication with supervisor and workers to adjust work plans and ensure activities work together effectively.

### **Job Responsibilities**

The Communications and administrative coordinator will be responsible for the following:

#### **Communications:**

1. Receive, organize, and send messages for CANN via phone, email, website, and social media platforms regarding CANN activities including press releases, published statements, newsletter articles, email messages, website content, and other assigned communication platforms.
2. Provide clerical support to CANN officers as needed including taking minutes at meetings, preparing agenda, drafting documents, and scheduling meetings.



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3. Go to in-person meetings and physically accompany lobbyist or CANN officers at assigned meetings.
4. Serve as primary contact for the organization and be available to answer emails and phone calls.
5. Update and maintain website.
6. Develop and manage a listserv for all CANN members and supporters.
7. Develop a monthly CANN newsletter

**Community Organizing:**

1. Coordinate on all logistics and planning CANN leadership retreat
2. Identify new CANN members through outreach events in community
3. Participate, plan and provide logistical support for Stakeholder advisory group working with DCBS and OHA on COFA health inclusion advocacy.
4. Manage other projects as assigned

**Required Qualifications:**

The Community Organizing will have:

- Connection/affiliation with the Pacific Islander community (particularly the COFA communities).
- Good organizational skills and attention to detail



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- Deep commitment to and vision for CANN's mission and strategic plan
- Self-confidence and the capacity to create and independently move forward a complex agenda
- Ability to identify, set priorities, and plan out work details with supervisor
- Strong communication skills (both written and verbal) with ability to connect across multiple audiences
- The ability to work on deadline and maintain close communication and coordination with supervisor, co-workers and volunteers with minimal supervision, and work well as a team in a collaborative, creative, open-office environment while providing strong leadership
- Respect for and demonstrated experience working with Asian and Pacific Islander activists
- Good sense of humor and grace under pressure
- Minimum of some college course work.

**How to Apply:**

- Please send an electronic document attachment (Microsoft Word preferred) combining a 2 page or less cover letter, resume and 3 references by email to Joe Enlet, President of CANN at [jenlet33@live.com](mailto:jenlet33@live.com)

For more information, please send email questions to [jenlet33@live.com](mailto:jenlet33@live.com).