



**POSITION TITLE:** Parent Organizer Fellowship (POF)  
**CLASSIFICATION:** PT Nonexempt (Approximately 16- 20 hours/week); \$18-\$22/hour  
**BENEFITS:** Sick Time, Paid Jury Duty, Paid Holidays, Credit Union

### **Fellowship Description**

The Parent Organizer Fellow is an entry-level position focused on grassroots work in the San Benito County or South Santa Clara County region. Under the supervision of the lead Organizer staff and in cooperation with the Youth Alliance Equity Team, the Parent Organizing Fellow will work directly with parents and caregivers to support education and grassroots organizing for San Benito County. This position requires knowledge or desire to learn leadership development, organizing, and advocacy for parents with a focus on base building. The fellow will participate in local and regional campaigns that address policies that will dismantle the school-to-prison pipeline while transforming the school climate with Restorative Justice rooted in healing and equity.

The POF reports to the Lead Organizer and also works with local and regional organizers as part of the Central Coast Movement Building coalition and Dignity In Schools Campaign in California.

### **Educational Benefits:**

The Parent Organizer Fellows will gain skills and professional insight into organizing, advocacy, and civic engagement in San Benito County and surrounding regions. The POF will serve as an agent of change and gain the skills and tools for their professional and leadership development.

### **Principal Responsibilities:**

- Conduct regular base-building activities to attract parents and allies: Outreach, Presentations, and Phone banking.
- Maintaining retention of Parent Alliance members.
- Inform Parent Alliance members of upcoming meetings, events, and advocacy efforts.
- Provide meetings and workshops; organizing skills, history, story sharing, support, and guest speakers that will focus on present issues regarding resistance to end the STPP.
- POF will develop and inspire community leaders through trainings, advocacy opportunities, and political education
- Engage community members in Youth Alliance campaigns and support community leaders in mobilizing their base.
- Create opportunities for parent development and advancement by encouraging parent engagement
- Keeping track of member numbers and work highlights for data and reporting purposes.
- Support parents to develop confidence-building knowledge about systems, culture, history, and justice.
- Support in planning, organizing, and facilitating Parent Alliance meetings

**Requirements:**

- Must be a resident of San Benito County
- Must be able to connect with parents
- Must have a flexible schedule to attend school board meetings and other meetings.
- Experience in grassroots, movement-building organizing, including outreach and leadership development.
- Demonstrate initiative, multi-task, good judgment, and work independently and as part of a team.
- Demonstrate a commitment to working with rural immigrant communities
- Bilingual, bi-literate in English and Spanish
- Valid California Driver’s License
- Has proof of taking a parent education course or group education to support personal or family strengthening.
- Comfortable using computer

**Knowledge & Qualifications:**

- Experience with self or family member with justice system involvement
- Experience maneuvering school systems and/or understanding their funding structure.
- Experience in organizing, advocacy, and systems change.
- Experience with a child with special needs
- Experience with groups, participation, or facilitation.
- Computer literate in word, excel, and Google docs.

**Physical Demands/Work Environment:** The physical demands described here must be met by an employee to perform the job's essential functions successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee regularly is required to stand, walk, and sit; use hands and fingers; handle or feel objects, tools, or controls; stoop, and kneel. Balancing, Climbing, and Crawling is not required. The employee must occasionally lift and/or move up to 35 pounds. Assistance is required above this amount. Be willing to work flexible hours.

**Acknowledgement & Receipt:**

I acknowledge that I have received, read, and sought clarification of any questions I have regarding the contents of this job description.

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Employee Signature

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Date

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