



Community Organizer (Part time)

Job Description

IAC Mission: The Indo American Center (IAC) addresses the needs of South Asian immigrants as well as people from more than thirty countries around the world. IAC provides services that facilitate their adjustment, integration, and friendship with the wider society, nurture their sense of community, and foster an appreciation for the diversity of culture and heritage.

Job Summary:

The Community Organizer will work with the Civic Engagement Organizer to build an intergenerational base of community leaders. In the weeks leading up to the February 2023 Municipal election and the April 2023 Run Off election, the community organizer will work with their teams of leaders and volunteers to conduct GOTV activities which include but are not limited to hosting educational events and rallies, door knocking, phonebanking, and other digital outreach. All work will be non-partisan (not supporting a particular candidate or party), and will be carried under non-profit 501(C)(3) guidelines.

Status: Part Time

Reports to: Civic Engagement Organizer

Responsibilities:

- Develop a local volunteer recruitment strategy and carry out intensive digital and traditional campaigns to conduct voter registration, and educational drives focusing on immigrants and new voters.
- Phonebank, knock doors, and engage in one on one relational meetings with potential volunteers and community leaders.
- Aid with planning for the 40th/50th Ward Aldermanic Forum and Mayoral Forum for the Municipal election.
- Participate in the development and implementation of IAC's policy agenda and organizing vision, and Get Out the Vote campaigns.
- Remain informed and responsive in strategy and communications regarding issues important to the South Asian immigrant community.
- Participate in coalition partnerships with the Pan Asian Voter Coalition, Asian Americans Advancing Justice, Language Access Coalition, and Illinois Coalition of Refugee and Immigrants Rights.
- Attend staff, management, and organizational meetings

- Use communication and outreach strategies using IAC communication tools; Facebook, Instagram, Twitter, TikTok, and MailChimp to share out key programmatic updates.
- Aid with administrative duties related to programming reporting.

Qualifications:

- Strong advocate for issues such as racial justice, immigrant/refugee rights, and economic justice.
- Reliable transportation.
- Ability to communicate clearly with key external stakeholders.
- Willingness to work flexible hours including evenings and weekends.
- Proactive creative problem solving attitude and the ability to be flexible.
- Familiarity with Microsoft Word and Google Suite.
- Ability to work collaboratively and independently.
- Ability to manage multiple responsibilities, priorities and deadlines in an effective and timely fashion.
- Language skills in a South Asian language; (Urdu, Hindi, Bangla, Gujarati and etc.)
- Respect for others' experiences, opinions, language, values, culture, and knowledge.

Preferred Qualifications

- Familiarly with Canva and Adobe Suite.
- Past experience, volunteer or paid, with community organizing;
- Past experience with facilitating workshops or community education;
- Familiarity or past experience with civic engagement or Get-Out-The-Vote efforts.
- Past experience working immigrant, refugee, and Asian American communities.

This position is hybrid virtual and in person with flexible hours. Ideal candidate is based in the Greater Chicago area.

IAC is an equal opportunity employer. IAC offers competitive benefits including health, dental, and life insurance, flexible schedules, and generous PTO. Please forward resume, cover letter, and list of three professional references submit to: Human Resources at jobs@indoamerican.org