



GO Public Schools West Contra Costa Outreach Manager

Position Summary

GO Public Schools West Contra Costa (GO WCC) is seeking an Outreach Manager to ensure that our organization is effective at connecting with and amplifying voices of families and educators in the West Contra Costa community.

The Outreach Manager will be responsible for building and broadening our network and helping to engage that network in locally-identified priorities and campaigns. This person will organize and lead community one-on-ones and house meetings, and represent GO WCC at community events. This person will ensure that GO WCC includes a representative network of West Contra Costa education stakeholders at meetings and events, that we have a strong and supported group of active volunteers, and that we are building a distributed network of leaders who can speak about and engage others in our work. This leader will also contribute to organization communications (i.e. social media, blogs, newsletters). This position is available immediately.

Responsibilities

- **Build a Network of Engaged Stakeholders** – Identify and connect local parents and educators to share stories, raise awareness of WCC education-related issues, and amplify a unified community voice. This person would develop goals and metrics for measuring progress to goals (e.g. number of followers, community actions, etc.).
- **Develop Local Community Leaders** – Seek understanding of concerns from local parents and educators, and support them by developing and curating resources, connecting them to other leaders, and building their advocacy skills.
- **Convene and Facilitate Group Discussions** – Leading groups of WCC education stakeholders (ranging from 10 to 100 attendees) through discussions about local education issues and identify opportunities for collective action. There should be an emphasis on inclusion of broad voices and perspectives.
- **Host Community Engagements** – Seek and organize opportunities to make immediate contributions to school communities (i.e. neighborhood clean ups, school volunteer days, creation of school garden, etc.).
- **Manage Event Logistics** – Support logistics for group convenings and events (i.e. coordinating food, volunteer recruitment, facility set-up, etc.).

- **Participate in Community Engagements** – Attend education-related events and meetings initiated by WCC schools and district, and community partners.

Candidate Profile

The ideal candidate for this role will have the following characteristics:

Necessary Characteristics

- **Visionary and Entrepreneurial** – This person will be skilled at combining existing work and structures with new ideas and components of work.
- **Skillful Listener** – As an organization committed to raising up community issues, this person needs to be a curious, empathetic listener and be able to uncover powerful stories and community trends.
- **Influencer** – Success in this role requires building and managing relationships across many different cities and contexts, then motivating others to take action in support of shared goals.
- **Telling our Story** – Speaking to small groups and writing blogs to support our community priorities and tell the story of the people, role, and impact of GO. This may include interviewing key people involved in our work and seeking out compelling stories.
- **Data-Driven** – This person will need to keep track of daily interactions and make stays generally informed about local, state, and national context about education policy.
- **Project Manager** – This role involves the ability to plan and manage long-term projects by working backwards from end goals.
- **Team Player** – This leader will excel in a small-team environment that requires team members to wear many hats and support each other's work (e.g., have "all hands on deck" for a particular project or event).
- **Personal Organization** – This role requires exceptional personal organization skills, follow through, and attention to detail.
- **Culturally Competent** – This person articulates their thoughts about race, class, and privilege in a culturally sensitive and respectful manner.
- **Writing Skills** – This role involves creating materials and experiences that help others understand the work that GO does and motivates them to take action.

Desirable Characteristics

- Experience in outreach and community organizing
- Bilingual - English and Spanish
- Experience with common social media platforms
- Strong West Contra Costa connection

Application Requirements

Send a resume and cover letter addressed to Richard Pelayo at wccoutreachmanager@gopublicschools.org. Application materials must be submitted as

attached documents and saved in the filename format LastName_FirstName_Resume.pdf or .doc with no spaces in the filename (use ONLY underscores in place of spaces).

Benefits and Salary

The salary range for this position is \$48,000 - \$60,000. In addition, a comprehensive benefits package is offered, including:

Healthcare

- Healthcare (health, vision, and dental) provided at 100% for employees and 75% for dependents
- Healthcare plan options - choose between Healthnet or Kaiser
- Flexible Spending Account (FSA) and Dependent Care Account (DCA)

Time Off

- 2 weeks of observed holidays annually
- 2 - 3 weeks of paid time off (grows with years of experience at GO)
- 2 additional weeks of time off during the winter break
- 6 weeks of 40% pay for all new parents (to supplement State of California Paid Family Leave and/or Disability benefits)

Other Benefits

- Simple IRA retirement plan with up to 3% annual salary match
- Paid life and long-term-disability policy
- Paid office parking
- Up to \$75/month in cell phone reimbursement
- Paid professional development opportunities

Anti-Discrimination Policy and Commitment to Diversity

GO Public Schools seeks individuals of all racial and ethnic backgrounds to apply for this position. We are committed to ensuring diversity within our organization and network, as we want to engage all those who can contribute to this effort. □

About GO Public Schools West Contra Costa

GO Public Schools West Contra Costa is a newly launched organization supports a coalition of families, educators, and community leaders from district and charter public schools in Richmond, San Pablo, El Cerrito, Pinole, and Hercules, who share a vision of a West Contra Costa County where every child receives an education that prepares them to succeed in life and work in the 21st century.

This new local organization is affiliated with GO California and leverages the experiences and practices of [Great Oakland Public Schools Leadership Center](#), which has successfully been impacting education policy and outcomes in Oakland, California since its inception in 2008.