



## **Call for Applications: Political Education and Administration Director**

### **Summary**

Assata's Daughters ("AD") is looking for an experienced educator and administrator to help build our political education program. The Political Education and Administration Director will be a member of the Executive Team, and report directly to the Executive Director. They will be responsible for the creation, management, and evaluation of political education programming, the recruitment of young Black people into programming, and the training and management of the peer facilitators. Assata's Daughters are interested in applicants who are passionate about political education, believe in the power of young Black people to direct movements, and are self-sufficient and motivated. Young Black women, femmes, and gender non-conforming people are especially encouraged to apply.

### **About AD**

Assata's Daughters, is a Black women-led, young-person directed, abolitionist organization rooted in the Black Radical Tradition. We organize young Black people in Chicago by providing political education, leadership development, mentorship, and revolutionary services. Through our programs we aim to deepen, escalate, and sustain the movement for Black Liberation. To learn more about us and our politics, please visit [assatasdaughters.org](http://assatasdaughters.org).

### **Job Description**

The Political Education and Administration Director is a new position and will lead overall development and management of political education programming and work collaboratively with other members of the Executive Team to carry out day-to-day operations. Specific job responsibilities include:

- Oversee curriculum development, implementation, and evaluation for political education programming and the individual donor program; inclusive of providing information to Executive Director for grant purposes;
- Oversee recruitment of young people into political education programming and recommendations for other roles;
- Operate as point of contact for families of young people in political education programming;
- Oversee development, implementation, and evaluation of training program for peer facilitators;
- Manage adult facilitators and guest speakers including coordinating their recruitment and onboarding;
- Manage administration of political education programming budget;
- Coordinate management of social media with Organizing Director;
- Coordinate development of weekly newsletter with the Executive Team;
- Work with the rest of the Executive Team to manage AD HomeQuarters facilities (inclusive of opening and closing facilities for programmatic and event use)



## **Qualifications**

The ideal candidate will have a relationship with Chicago, experience in delivering political education interactively, a working knowledge of queer Black feminist theory, and a demonstrated commitment to understanding power and oppression, eradicating anti-Blackness, supporting young Black people, and building relationships with the most marginalized. We are looking for someone who has lived experience with forms oppression, who is personable and gets along with young Black people, who is flexible, who is motivated, and who is self-sufficient. Specifically, the ideal candidate would have:

- Experience writing, delivering, and evaluating curriculum.
- Experience training others to facilitate programs.
- Strong day-to-day and strategic planning skills, and the ability to turn vision into actionable steps.
- The ability to communicate with different groups of various demographics.
- The ability to bring different groups together around a shared goal.
- Experience in mentoring and managing others and supporting professional development.
- The ability to build welcoming spaces, and foster relationships with young Black people.
- The ability to oversee budgets and fundraising systems and to plan for flexibility.
- The willingness and ability to work some nights and weekends.
- The willingness and ability to travel around the city.
- The willingness and ability to work remotely.

## **Salary and Benefits**

This is a full-time exempt position based in Chicago, IL. The salary of this role is \$50,000 and funded by a one-year grant. The position offers excellent health benefits and unlimited paid time off. Because of the remote nature of this work, a modest home office stipend will be given. Additionally, a modest stipend may also be available for someone moving out of town.

## **Application Requirements**

Interested applicants should submit a cover letter, resume, and references. Please feel free to use your cover letter to share part of your lived experience and political analysis with us. Additionally, your cover letter should explain why you are interested in working at AD, your leadership style, and a concrete example of working alongside young Black people. Applications should be submitted to [ED@assatasdaughters.org](mailto:ED@assatasdaughters.org)

## **Timeline**

Applications should be submitted to by 4/24/2019. Interviews will occur the week of 4/29.