



華人前進會

Chinese Progressive Association

28 Ash Street, Boston, MA 02111

Tel. (617) 357-4499 Fax (617) 357-9611 www.cpaboston.org

Capacity Building Director

Organizational Mission

The Chinese Progressive Association (CPA) is a grassroots community organization, which works for full equality and empowerment of the Chinese community in Greater Boston and beyond, to improve living and working standards, and to involve ordinary people in decision-making.

Job Description

The Capacity Building Director will be responsible for developing, identifying, and organizing training materials and working with the Executive Director and Organizers to strengthen processes and infrastructure for staff leadership development. The Capacity Building Director will work with staff members to develop and implement work plans that utilize popular education methods and prioritize grassroots, collective leadership development; help staff and community members learn about collective action, strategy development, history, and policy; and facilitate the link between base building and local/regional movement building.

Duties

- Work in collaboration with Staff Leadership Team to provide support and supervision to staff members
- Develop staff training infrastructure and manual and implement trainings
- Provide campaign and leadership development support to organizers
- Develop and organize educational materials to help residents, workers, and voters learn about and take action for their rights
- Educate staff and community members about policy-making systems and strategy development
- Strengthen base for coalition-building within and outside of the Chinese American community
- Train and orient organizers in popular education methods, meeting planning and facilitation, action planning and campaign development, involving voters in agenda/platform development, and activities to strengthen coalition-building
- Convene staff team meetings, develop team plans and engage in appropriate follow up and implementation
- Support other organizational work/activities and strengthen the integration of different work areas

Qualifications

Several years of organizing experience • Experience leading grassroots campaigns • Familiarity with popular education principles and methods * Committed to grassroots empowerment and social change • Strong communication, listening, and facilitation skills, writing or media skills a plus • Self-starting and a team player • Bilingual Chinese (Cantonese or Mandarin)/English, additional languages and dialects a plus • Familiarity with Boston politics and/or labor movement a plus

Compensation \$60,000 to \$65,000 annual salary depending on experience. Benefits include health, dental, life insurance, 403b, generous holiday/vacation time

Resume and cover letter to admin@cpaboston.org and karen@cpaboston.org

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Posting Date 6/15/2021