

# COALITION ON HOMELESSNESS, SAN FRANCISCO

## JOB DESCRIPTION

Job Title: **Human Rights Organizer**  
Reports To: Human Rights Coordinator  
Annual Salary Range: \$19,760-21,010 Annually, FTE at part time (20 hours)  
Health Benefits included

The Human Rights Workgroup is a project of the Coalition on Homelessness. The workgroup works to defend the human rights of homeless people, primarily those who are forced to live on the streets and in shelters.

The Coalition on Homelessness, San Francisco was organized in 1987 to garner the active participation of poor people and front line staff on the design, critique and implementation of public policy and services that result in permanent solutions to poverty. It is a unique organization in that the driving force is low income and homeless people, working in every aspect of the organization, from the volunteers to the staff and leadership body.

### **Duties:**

- Organize homeless and poor people to fight against violations of their human rights, and for real solutions to the problems that homeless people face.
- Responsible for supervising volunteers, including scheduling, training, recruitment, providing support and maintaining communication.
- Staffing Work Group, including following through on recommendations and implementing action plans, agendas, and meeting minutes.
- Working with the media, organize direct actions, press conferences or other community events as necessary to educate the public on the needs of homeless families.
- Develop detailed knowledge of the shelter policy and criminal justice issues as pertain to COH work, and education workgroup members and broader public on these matters.
- Working in solidarity with other projects by participating in organization wide efforts to affect change, and assist with fundraising efforts.
- Advocate on behalf of constituents at meetings with policy makers and other community groups.
- Maintain project infrastructure and following organizing methodology as laid out by the Coalition on Homelessness
- Draft public policy, position papers, reports, opinion editorials and other items as needed to reflect projects goals with regards to institutional change.

### **Minimum Qualifications**

- Familiarity with homelessness in San Francisco, and willingness to engage daily with diverse communities.
- Good writing skills
- Knowledge of grass roots organizing methods.
- Ability to take broad concepts uncovered in outreach and turn into specific action plan to affect change.
- Knowledge of San Francisco governmental structures.
  - Macintosh computer literate and knowledge of word processing.
  - Must have ability to juggle multiple projects, have a great deal of self initiative.
  - Other duties as assigned.

*Preference will be given to San Francisco residents who have personally experienced poverty and homelessness. People of color and others who have experienced social oppression encouraged to apply.*

**Send resume and cover letter to [jfriedenbach@cohsf.org](mailto:jfriedenbach@cohsf.org) by Wednesday Feb 13th.**