



JOB ANNOUNCEMENT Full-Time Statewide Coordinator

About CURB

Californians United for a Responsible Budget (CURB) is a broad-based coalition of over 75 organizations seeking to CURB prison spending by reducing the number of people incarcerated, reducing the number of prisons and jails, and redirecting the savings into community-based alternatives to incarceration. Currently, CURB coordinates work to oppose jail and prison expansion in many local communities and statewide. We focus on budget and policy advocacy, and use a variety of creative tactics to expose and oppose the devastation communities across California experience because of the Prison Industrial Complex. We also use media, public education and other organizing strategies to build grassroots power that can achieve the changes we seek.

Open Position

CURB is seeking a passionate person with strong writing and communications skills to serve as a full-time Statewide Coordinator with a particular focus on Membership Engagement, Media & Communications.

This position will provide support in building, engaging and coordinating CURB membership around CURB's mission and coordinating CURB media and communications to support local and statewide campaigns. Statewide Coordinator will be responsible for supporting CURB's Director, LA Coordinator and CURB members in amplifying the work of the coalition through social media and traditional media. On any given day, the coordinator's responsibilities may include working with dedicated CURB leaders around the state, creating and disseminating press releases, fielding press at direct actions, generating daily digital content and developing programs and events that amplify the power of marginalized communities, mobilizing our membership and raising awareness about the coalition's priorities.

Responsibilities:

- Create and implement a strategic plan for increasing member engagement and capacity of CURB workgroups
- Special events and programs, geared toward engaging/building membership, org/coalition awareness, increasing campaign visibility and power building
- Work with local CURB member organizations to identify base building opportunities and develop strategies to reach out to new member organizations



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- Plan and organize necessary trainings, skill shares, strategic planning sessions, tools and materials etc. to support the development of CURB's overall strategy and its leaders
- Support CURB organizers and allies to make strategic decisions and plan local rallies, town halls, press conferences and lobby meetings including planning simultaneous statewide actions and Sacramento-based lobby days.
- Coordinating monthly membership meetings
- Coordinate membership outreach for existing and potential new CURB members
- Coordinate strategy sessions, teach-ins and trainings for existing and new CURB members
- Coordinate communication and strategic planning between the various CURB member organizations and individuals. This includes sending out coalition emails, responding to inquiries about participation, and connecting volunteers to the appropriate workgroup
- Serve as contact for CURB members, allies and other collaborators
- Update membership lists, contacts and the CURB listserv
- Admin duties include: periodic financial reports, weekly check-ins, attending regular coalition phone and in-person meetings, reserving meeting spaces, ordering food and supplies, creating and printing agendas and supporting with communications to ensure attendance, member engagement, and timely and organized reporting
- Recruit, train and supervise interns
- Coordinate the update and evolution of the CURB website.
- Coordinate the CURB media phone call and participate in Media phone calls across campaigns where possible
- Co-development and implementation of media and communications strategy
- Building and maintaining strategic media partnerships
- Create and execute a shared social media strategy
- Regularly updating and posting across social media platforms and website
- Generating original graphic content, including infographics, memes and gifs
- Writing and disseminating press releases and media advisories
- Collaborating with staff, members, interns and/or volunteers remotely
- Flexibility for travel and ability to work some evenings and weekends

Skills and experience:

- A deep, established political analysis aligned with CURB principles and a strong commitment to racial and gender justice.
- Strong writing skills.
- Strong public speaking skills.
- Strong networking skills.



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- A strong self-starter with experience working independently. Someone with initiative who can put forth new ideas, develop plans collectively and make them happen.
- Coordinating experience. You'll be working with a broad-based team of volunteer organizers and will need to be ready to support their work and solve problems creatively.
- A passion for managing multiple social media platforms and generating original content.
- At least 2–3 years of media / communications experience, preferably with a grassroots organization or non-profit.
- 2-3 years organizing experience.
- Proven desire and experience working to improve the lives of marginalized and oppressed people. CURB's network is made up of a multiplicity of experiences and identities, including currently imprisoned people, formerly incarcerated people, family members of people locked up, Black, Brown, Indigenous, Native and people of color, young people, queer people, activists, educators, and national supporters.
- Comfortable working flexible hours, regular monthly travel, working via phone and computer, and keeping in consistent communication with colleagues in other parts of the state.
- Proven follow-through and ability to see projects and activities through to completion.
- Valid driver's license and willingness to drive preferred.
- Strong graphic design or web design skills a plus.

Salary: Full-time. \$59-\$68k and benefits package.

Location: Occasional travel to all parts of California required. Permanent base office location to be determined.

To apply: Please email the items listed below to amberrose@curbprisonspending.org. Please put "Statewide Coordinator" in the subject line.

1. A cover letter explaining why you want the position and why you think you would be good for this role.
2. Resume.
3. Three references.

Applications are due January 27th. We hope to begin interviews the second week of February.



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CURB is committed to investing in the leadership of formerly incarcerated and convicted people. People who identify as Black, Brown, Indigenous, Native, women, queer or trans are encouraged to apply. CURB will be prioritizing interviewing folks from Northern California, though the position will be open to applicants statewide. CURB does not discourage or discriminate against people with convictions. There will *not* be a background check or fingerprinting of applicants, and you will not be asked if you have ever been convicted of a crime on the application or interview.

Our Los Angeles office is located at 7625 S. Central Ave Los Angeles, CA 90001 . For more information about CURB visit: www.curbprisonspending.org