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**www.niot.org**

**Title:** Project Director, United Against Hate Week

**Job Type:** 0.50 FTE Status (Hourly, part-time (10-30 hours/week, with a commitment of 30 hours/week from September to November.)

**Compensation:** DOE

**Location:** Bay Area, remote work

### **Overview**

The United Against Hate Coalition is composed of cities, counties, schools, communities and organizations, working together to address hate and intolerance and promote safe, inclusive and welcoming environs, [www.unitedagainsthateweek.org](http://www.unitedagainsthateweek.org). Not In Our Town (NIOT), [www.niot.org](http://www.niot.org), serves as the convener and fiscal sponsor for the UAH project.

Not In Our Town (NIOT) is an Oakland, CA based non profit that serves a network of hundreds of schools and communities across the country who stand against bullying, hate and inequality and work to bridge differences, foster inclusion and build equity.

### **Job Description**

The Project Director will lead community engagement and reporting for United Against Hate Week, a collaborative effort by communities around the country, to host anti-hate/ pro-inclusion events in their cities in November 2023 and Fall 2024. The UAH Project Director will work year round with the United Against Hate (UAH) Project Team, with direction from Not In Our Town leadership.

### **Responsibilities may include**

#### *Outreach and Engagement*

- Identify and secure participation from previous 150 cities/groups engaged with UAH Week
- Lead outreach to civic leaders, new and existing partner communities and organizations
- Recruit new cities, communities and organizations to participate in UAH Week
- Support communities and their event partners with materials, posters, social media info
- Gather photos, stories and anecdotal information from UAH Week events for marketing and reporting purposes

#### *Project Management*

- Working closely with UAH Project Team, ensure that UAH sponsored events (directly organized by UAH project team) are delivered on-time, within scope and within budget
- Create and manage the critical path including timelines, deliverables and key milestones
- Track and manage database for UAH participant cities, counties, schools, campuses and organizations
- Track survey responses, calendars and forms for UAH events

#### *Event Planning*

- Meet with Bay Area and CA leaders and groups to coordinate participation and activities
- Assist communities in ideating how they can participate in UAH week
- Support events by providing tools, films and other collateral available through UAH and NIOT resources
- Coordinate logistics for UAH events (2-3/year) community events as necessary

#### *Communications*

- Manage communications with UAH Project Team members, including scheduling and facilitating meetings and calls

- Share messaging and engagement opportunities with Stop the Hate CA grantees
- Coordinate with statewide team (LAvsHate, TaskForce, CARE Stop the Hate) on communications
- Build a calendar of UAH events for online distribution
- Assist NIOT team and web producer to build resources for the UAH website
- Consistently update UAH website with real time information
- Coordinate merchandise online store for campaign material
- Assist Communications Consultant to promote event through print, production and online media venues
- Manage social media accounts

#### *Evaluation*

- Collect evaluations from all UAH events, as necessary
- Secure completion of online event reports for all UAH events
- Manage impact reporting as required

#### **Qualifications**

##### *Required:*

- The ability to manage multiple priorities and deadlines effectively
- Strong organization skills and an attention to detail
- Ability to work independently, exercising initiative and sound judgment
- Excellent written and verbal skills
- Event management
- Proficiency in marketing, social media and digital communications
- Strong interpersonal skills
- Experience working with diverse communities
- Possess and maintain a valid driver's license and reliable transportation (position requires some regional travel)
- Computer proficiency including experience with Microsoft applications (Word, Excel and PowerPoint, Project); Google suite, Constant Contact, Squarespace and InDesign (optional)

##### *Preferred:*

- Commitment to and experience with social issue driven work
- Familiarity with and interest in using film, media and social networks in engagement

This is a 0.50 FTE staff position through December 2024. Ability to work remotely essential, but some in person engagement is required. Salary DOE.

**To apply, please send a resume and cover letter outlining your experience and interest in the position, and how you found out about this opportunity to [dmanjarrez-renteria@niot.org](mailto:dmanjarrez-renteria@niot.org).**

NIOT strives to integrate values of equity and fairness into our programmatic work and organizational structure. We are seeking candidates who have a commitment to engage in this ongoing process and work with us to create a just and inclusive work environment and world. In line with NIOT's commitment to building an inclusive staff, women, people of color, people with disabilities, and LGBTQ candidates are strongly encouraged to apply.

NIOT is an equal opportunity employer committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.