



# OC ACTION

## ORANGE COUNTY ACTION (OC ACTION) JOB DESCRIPTION

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**Title:** Organizing Coordinator  
**FLSA:** Non-Exempt, Full Time  
**Pay range/rate:** \$72,800 to \$89,232

**Division:** Organizing  
**Supervisor:** Organizing Director  
**Revised:** January 2026

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### **Summary**

OC Action is seeking an Organizing Coordinator to support OC Action's integrated voter engagement (IVE) and community organizing efforts by implementing organizing strategies, coordinating volunteer engagement, and advancing issue-based and electoral campaigns in alignment with organizational priorities.

The Organizing Manager reports to the Organizing Director and works closely with cross-departmental teams to engage community members, develop volunteer leaders, and strengthen partnerships with partners and coalitions.

### **Essential Functions**

#### Organizing Implementation & Campaign Support

- Implement organizing plans and tactics in collaboration with the Organizing Director, coalition partners, and campaign teams.
- Support issue-based and electoral organizing efforts.

#### Volunteer Engagement & Leadership Development

- Recruit, train, and coordinate volunteers for ongoing organizing efforts, including canvassing and call teams, and campaign specific volunteer programs.
- Support volunteer leadership development by facilitating trainings, meetings, and engagement pathways.
- Maintain systems to track volunteer participation, engagement, and growth.

#### Coalition & Partner Coordination

- Support organizing activities within the countywide Revenue and Budget Coalition and other alliance partnerships.
- Maintain regular communication with coalition partners and community organizations.
- Assist in planning and facilitating coalition meetings and organizing events.

#### Other

- Other related duties as assigned.



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## **Minimum Qualifications**

- Excellent writing skills; including planning and outlining, editing, revising, spelling and grammar, and narrative coherence for both internal and external materials.
- Experience in grassroots organizing, issue advocacy, and/or electoral campaigns at the local, state, or federal level.
- Strong philosophical alignment and commitment to OC Action's theory of change and organizing model to win systemic and institutional change.
- Demonstrated ability to implement organizing plans and support campaign execution.
- Strong organizational and time-management skills, with the ability to manage multiple priorities.
- Ability to work outside of traditional hours as the need arises.

## **Preferred Qualifications**

- Bilingual (English-Korean; English-Spanish; English-Vietnamese) preferred.
- Familiarity with digital organizing tools, including but not limited to Action Network and Mobilize.
- Access and reliable transportation for meetings, training, and organizing activities.

## **Environmental Conditions (Working Conditions)**

This is a hybrid, work from home position with a requirement to attend in person meetings, organizing activities, and retreats as required. The environment for this position is a shared office and outside exposed to weather conditions and noise

## **Physical Requirements**

In the course of performing this job, the employee typically spends time sitting, standing, driving, walking, typing, listening, and speaking

## **Application Process**

Please email a cover letter, resume, and 2 professional references (past supervisors including email address and phone number) to: [info@ocaction.org](mailto:info@ocaction.org). Please ensure that the email subject has the job title: Organizing Coordinator

No phone calls please.

Application deadline: Open until filled.

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## **Agency Background**

OC Action is committed to a long-term progressive transformation of the Orange County electorate, and we will continue to move towards the change that our people deserve.



# OC ACTION

OC Action is an innovative partnership of community-based organizations committed to increasing the quality, scale, and effectiveness of civic participation in communities of color and among low-income populations. Alliance Partner organizations are: Resilience OC, Orange County Congregation Community, Orange County Labor Federation/Orange County Voter Information Project, Orange County Environmental Justice, and the California Healthy Nail Salon Collaborative.

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***Orange County Action (OC Action) is an Equal Opportunity/Affirmative Action Employer***