



OC ACTION

ORANGE COUNTY ACTION (OC ACTION) JOB DESCRIPTION

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

Division: Organizing
Supervisor: Organizing Director
Revised: January 2026

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. Please ensure that the email subject has the job title: Organizing Coordinator

No phone calls please.

Application deadline: Open until filled.

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.

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