



CALIFORNIA PEOPLE OF FAITH WORKING AGAINST THE DEATH PENALTY

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Position Available **Southern California Coordinator** *Job Description*

The Southern California Coordinator of California People of Faith Working Against the Death Penalty (CPF) coordinates programming and handles office duties to achieve the organization's mission of *empowering California's diverse faith communities to work for abolition of the death penalty through education, advocacy, and prayer*. CPF is an interfaith organization of religious-based opponents to the death penalty, and it works in cooperation with many other organizations in the California anti-death penalty movement.

The So Cal Coordinator should be a self-starting, imaginative and enthusiastic person with sincere dedication to the principles of a religious tradition that support moral commitment to abolition of capital punishment as a response to violent crime.

This is a part-time position requiring about ten hours a week and is based out of Los Angeles. The Coordinator is an "Independent Contractor." Hours are flexible, and the Coordinator can work from home or office. The Coordinator must be thoroughly comfortable with the computer skills and functions of MS Office. Much of the Coordinator's communication will be via Internet and Email. The position will be open in July 2009.

The So Cal Coordinator is responsible for the following tasks:

- Creates agendas for and leads monthly meetings of the CPF Steering Committee, the volunteer leadership council of Southern California CPF.
- Carries out duties as described in the annual CPF Religious Organizing Work Plan drawn up in collaboration with the Steering Committee.
- Works with CPF So Cal Steering Committee to develop and carry out fundraising strategies.
- Support Chapter activities and develops leadership among chapter members to host local events and carry out campaigns to end the death penalty.
- Identifies and builds relationships with the community religious leaders who are committed to ending the death penalty.
- Collaborates with other state and national anti-death penalty organizations (particularly Death Penalty Focus) in order to maximize the impact of our work.
- When there is an execution in California, organizes vigils and protests.
- Acts as a CPF Representative at public events, including giving occasional talks about CPF and the death penalty.

- Handles media relations and CPF press conferences.
- Sends mass emails to keep CPF members and friends up-to-date on death penalty news and events.
- Edits, publishes and mails a quarterly member newsletter.
- Maintains the email account, office phone, member database, and CPF resource library.
- Provides a Southern California update at CPF State Board Meetings twice a year. This includes hosting the meeting once a year in Los Angeles and traveling to Northern California once a year.
- Attends monthly “L.A. County Coalition for Death Penalty Alternatives” meetings as an active representative of CPF.
- Works with our State Webmaster to update the CPF website.
- Promotes activity on CPF’s Facebook and Twitter sites.
- Send bank statements to CPF State Bookkeeper each month.

Interested applicants should contact Emily Hammargren at 213-235-8305 or by email at cpf@la-archdiocese.org. Include a short letter stating your interest and a resume of your work experience and skills.

For more information about CPF, please visit our website: www.californiapeopleoffaith.org

“The movement to abolish the death penalty needs the religious community because the heart of religion is about compassion, human rights, and the inherent dignity of each human person made in the image of God.” - Sister Helen Prejean, author, Dead Man Walking