

**Job Notice**  
**ERASE RACISM**  
**Program Manager**

**Position Summary for Program Manager**

ERASE Racism seeks a Program Manager with passion for and experience in advancing laws, policies and/or programs that support civil rights. They will carry primary responsibility for ERASE Racism's programmatic and policy/legislative advocacy campaigns and work out of our Nassau/Suffolk County office. The ideal candidate will have a deep understanding of structural racism and strong skills in data analysis, literature review, project management, and report writing. Demonstrated knowledge of fair housing and/or public school education policies, laws and programs is preferred, along with an appropriate advanced degree. The ideal candidate is also able to begin work as soon as possible or by September at the latest.

A successful candidate has experience and confidence in some aspects of the following two key areas. Over the years, ERASE Racism has engaged in work such as that described below. In collaboration with the President, the Program Manager will strategically prioritize active campaigns and programs, some in housing and some in education.

**1. Policy/Program Analysis and Development**

A successful candidate is able to understand, interpret, and analyze laws, government/institutional structures and policies that (a) address housing discrimination and support affordable, integrative housing and/or (b) support public school education equity and integration. Ideally, their preparation for this position derives from being a public policy/research professional or a public interest attorney. This staff person will have demonstrated proficiency in data analysis, literature review, action research, policy/legislative advocacy, project management, and report writing. They will identify needed changes to existing laws/policies or propose programmatic interventions to advance ERASE Racism's mission and meet civil rights objectives. The Program Manager will execute research and action plans that result in concrete changes to laws, policies, or institutions locally and regionally. They will also monitor national civil rights policies, identify local and regional impacts, and organize support or opposition as required.

**2. Oversight of Projects and Campaigns**

To achieve organizational goals and maintain momentum, the Program Manager will meet with lawmakers, policymakers, and other local, regional, and state officials and education leaders to advocate for necessary changes to increase housing and education equity. When possible, change will be sought through collaborative efforts and in conjunction with partner organizations. Strong verbal and written communication skills are vital for success whether communicating complex statistical analysis or persuading decision-makers. Identifying problems and choosing the best intervention strategy is critical. When is changing a law feasible and the most effective course of action? When

is a demonstration program or an educational workshop the best way to influence behavioral/institutional changes or gain needed voices to advance the agenda?

Additionally, they will effectively manage their time to meet deadlines and ensure development and completion of various projects, including conferences and presentations, writing program descriptions and reports (for funders, board, and the public), and legislative, policy, and programmatic projects. Managing contacts and campaigns in our Salesforce database also helps to ensure the success of the Program Manager. They will also oversee a team of interns and volunteers to help complete tasks.

### **The Program Staff Team**

The Program Manager is one of two core, full time program staff members who work together with interns/volunteers with appropriate skills and fields of study.

The other staff person is a Community Educator/Organizer, a position dedicated to using a variety of communication skills and platforms to connect with, engage, and organize others. They can effectively and efficiently share information, provoke thought, and promote change in the community. They will also seek out and collaborate with other groups pursuing similar objectives.

Both staff need to embrace ERASE Racism's vision and mission. They will work to strengthen the organization and advance the key organizational goals of advancing racial equity: in access to quality, affordable housing in racially integrated communities and in access to quality public school education in racially integrated schools and classrooms. They will also not let the perfect be the enemy of the good.

### **General Requirements/Expectations**

- Strong written and oral communication skills.
- Good listening, planning and task-oriented skills, with an ability to follow through with assignments in a timely manner.
- Ability to work collegially with other staff and also to be self-directed and work independently.
- Excellent relationship-building skills, experience, and comfort working with diverse people from different racial backgrounds, from various communities, with different levels of formal education, and with a variety of decision-making authority.
- Ability to organize and facilitate meetings, public education events, presentations, and community forums and discussions.
- Ability to work well under pressure and meet deadlines.
- Openness to evolving responsibilities.
- Proficiency in Microsoft Office Suite, including Word, Excel, PowerPoint, and email.
- Car in good working order, driver's license, and valid vehicle insurance required to meet work travel requirements. **Travel expenses, including car mileage, are reimbursed by ERASE Racism. Travel to and from the office is not reimbursed. This position is based in Nassau/Suffolk County Office.**

- Reasonable capacity to accommodate work hours that will fall outside of Monday – Friday 9:00- 5:00 when the office is officially open.

**To Apply:**

Applicants should forward a resume **and a cover letter that persuasively connects their work experience with this position** to [jobs@eraseracismny.org](mailto:jobs@eraseracismny.org) and include Program Manager in the Subject line of your email.

The salary is commensurate with experience and can range from \$65,000 to \$75,000, depending on relevant work experience. Benefits include medical, dental, vision, disability, life insurance, holiday/vacation/sick leave, and travel reimbursement.

**Applicants will be interviewed on a rolling basis until the selection of a candidate. We would like the successful candidate to begin work as soon as possible.**

**Only candidates who complete the application process, in full, as described above will receive consideration.**

**About ERASE Racism**

ERASE Racism is a New York regional, civil rights not-for-profit organization based on Long Island in Nassau/Suffolk County. Since its founding in 2001, it has worked to eliminate barriers to racial equity by primarily addressing the interrelated issues of fair housing enforcement, access to affordable housing in high opportunity areas, and quality public school education for African American and Latinx families in racially integrated schools and classrooms. Related issues of concern include fostering equitable community development and community health. It has also provided critical leadership in response to disaster situations where racial disparities are exacerbated, such as Superstorm Sandy and COVID-19.

Programmatic work is primarily based on Long Island. Policy or legislative advocacy are implemented at the local, state, and federal levels. We engage in community education and organizing, policy and legislative advocacy, and legal action. We produce in-depth research that guides our work, and which is utilized by the media, public officials, academics, organizational partners, and community members. Our activities have mobilized a cross-section of leaders, students, teachers, tenants, homeowners, and other partners who have formulated and pursued remedies to persistent racial inequities rooted in embedded institutional and structural racism.

**Our vision:** Transformed, integrated communities in which no person's access to opportunity is limited by race or ethnicity.

**Our mission:** To expose forms of racial discrimination, advocate for laws and policies that eliminate racial disparities, increase understanding of how structural racism and segregation affect our communities and region, and engage the public in fostering equity and inclusion.