



Job Description



Title: BSS Operations Coordinator

Department: Coalitions and Alliances

Exempt Status: Full Time Exempt

Reports to: BSS Director

Effective Date: Immediately

COALITION PURPOSE

The Brothers, Sons, Selves (BSS) Coalition works to improve outcomes for boys and young men of color by organizing and advocating for positive alternatives to punitive school discipline and reducing criminalization in Los Angeles County and the State of California. Under the auspices of InnerCity Struggle, Brothers, Sons, Selves operates with a distributed leadership model to advance a unified policy and advocacy platform and steward the implementation of past wins, while advancing the coalition's long-term objectives.

Since 1994, InnerCity Struggle has worked to build a powerful and influential movement of youth and families on the Eastside of Los Angeles to promote safe, healthy and non-violent communities. Through youth and parent organizing, InnerCity Struggle has become a significant force in the landscape of the Eastside of Los Angeles and is one of the three anchor organizations of the Brothers, Sons, Selves Coalition along with Community Coalition in South Los Angeles and Khmer Girls in Action in Long Beach.

Additional Brothers, Sons, Selves Coalition members include: Brotherhood Crusade, East LA YMCA, California Native Vote Project (CNVP), Social Justice Learning Institute (SJLI), and Youth Justice Coalition (YJC). Collectively, the coalition serves 35,000 youth across Los Angeles County.

BSS Core Values

Youth Empowerment & Leadership - BSS is youth centered, and dedicated to empowering and educating youth to be agents of change and leaders within the movement

Intersectionality - BSS is committed to empower male identifying youth to realize that their lives, issues, and oppressions are interconnected and necessary for collective liberation.

Restorative Practices - BSS is committed to learning and implementing restorative practices that support young people in building relationships between each other, as well as strengthening social connections within communities, rather than reinforcing systems of punishment and oppression.

Movement Building - Building partnerships to create strategic alignment around a core vision, shared values, and common goals for all those working in the sector of youth development from schools to social service agencies.

Equity & Inclusion - BSS is committed to creating a welcoming environment for boys of color, queer & trans youth, and youth with disabilities in a way that nurtures them to be critical thinkers that contribute to advancing the mission of BSS.

POSITION PURPOSE

The BSS operations coordinator will work with the BSS director, anchor organizations (InnerCity Struggle, Community Coalition, and Khmer Girls in Action) and coalition leaders to manage digital and administrative needs of the coalition. The operations coordinator will work closely with the BSS director and coordinating team to manage the day-to-day logistics and coordination of the BSS coalition.

DUTIES AND RESPONSIBILITIES

03/25/2026



Job Description



The BSS Operations Coordinator will coordinate the logistics of the coalition, along with building out its digital infrastructure. The Operations Coordinator will work with partners to manage a shared BSS calendar of events, coordinate calls, focus groups, and meetings, and develop digital shared folders for coalition's use.

Key tasks include:

Digital Coordination

- Manage BSS calendar and all events
- Schedule all coalition-based calls and efforts
- Build digital BSS archive with campaign materials, key documents, and digital media
- Co-facilitate BSS communications and social media engagement with communications team

Event and Program Planning

- Co-coordinate strategic planning with BSS leadership
- Direct all logistical needs of the BSS coalition (booking spaces, catering and material coordination, etc.)
- Assist BSS director in managing BSS partner and external relationships

Administrative & Supervision

- Process key BSS administrative paperwork, including purchase receipts, invoices, and payments
- Assist BSS coalition director with tracking BSS budget
- Assist on policy planning and grant reporting
- Work with BSS program assistant and youth campaign coordinator to plan youth events
- All other duties as assigned by the BSS Director

QUALIFICATIONS

The ideal candidate will possess the following:

- High school diploma (or equivalent) or higher
- 1 year of work experience in an educational or professional setting
- Experience working in a fast-paced environment

Preferences

- At least 2 years of post-secondary education in organizational management, ethnic studies, or business administration, can be substituted for work experience
- Minimum of 2-3 years of administrative or digital organizing experience
- Background in the education and juvenile justice landscape in California
- Proven track record of working with youth of color
- Ability to manage multiple priorities relevant to a coalition effort
- Outstanding organizational skills
- Excellent written and verbal communication skills
- Ability to effectively communicate with varied audiences using multiple mediums, including social media
- Proficiency with Microsoft Office and Google Suite



Job Description



- Ability to work collaboratively
- Ability to work under pressure and perform tasks with limited direction
- Great attention to detail
- Conscious and competent in 'race' politics, LGBTQIA+ issues and commitment to deepening understanding
- Bi-lingual English/Spanish a plus
- Strong interpersonal skills
- Strong belief in the BSS's mission, approach and core values, demonstrated by past involvement in the coalition and/or ability to articulate these elements
- Strong work ethic
- Ability to take initiative

INNERCITY STRUGGLE CONFORMANCE STATEMENTS

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision
- Interact professionally with other employees, stakeholders, and partners
- Work effectively as a team contributor on all assignments; including strategic planning and fundraising efforts.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations

COMPENSATION & BENEFITS

- Compensation is hourly, at \$30 - \$35 an hour range commensurate with experience.
- Employees are eligible for Medical, Dental, Vision and retirement plans within the organization's plan guidelines.
- This position does qualify for overtime

People who are formerly incarcerated, have experienced school push-out/suspensions, who identify as undocumented, former foster youth, and/or identify as LGBTQ are strongly encouraged to apply. Must be legally authorized to work in the United States.

Submit your cover letter, resume, and a 2-5 page writing sample to info@bsscoalition.org by September 30th, 2025 with "BSS Administrative Assistant" In the subject line.