



## Job Opening at Poverty Action

**Job Title:** Community Organizer

**Department:** Advocacy

**Supervisor:** Advocacy Director

**Union Affiliation:** OPEIU (Associated dues will apply)

**FTE:** 1.0

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Poverty Action's parent organization is Solid Ground. Solid Ground envisions a community beyond poverty and oppression where all people have equitable opportunity to thrive. We are committed to working with compassion, integrity, accountability, respect, collaboration and social justice approach to supporting people to build well-being so that they can fully contribute to society, now and into the future. We value collaboration and leadership from the communities we serve. As our workforce evolves to reflect the diversity of the communities we serve, our agency and workplace will be enriched and strengthened and as such we will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency and an understanding of oppression and its impact.
- Participate in intentional learning efforts, including events relating to understanding and dismantling institutional racism and building cultural competency, and to encourage staff to fully engage in those activities.

**JOB SUMMARY:** The Community Organizer coordinates the grassroots organizing strategy for the Statewide Poverty Action Network – coordinating our electoral work, our statewide listening sessions, and our civic engagement campaigns. The Community Organizer also leads our volunteer recruitment and coordination efforts, building a network of people and organizations taking action to eliminate root causes of poverty. This position is an integral part of our team, helping ensure that our legislative and electoral campaigns resonate with low-income communities and communities of color, and creating opportunities for members of those communities to build their leadership by taking action on our priorities. Poverty Action organizes with a racial equity lens and believes that those most impacted by poverty should lead our work.

### **ESSENTIAL RESPONSIBILITIES, DUTIES & TASKS:**

- 30% In coordination with the Advocacy Director, develop and implement organizational grassroots strategy. Design and implement statewide civic and voter engagement campaigns to reach out to, organize, and mobilize people from targeted communities in the state, with an emphasis on people with low incomes and people of color. Analyze geographic data for targeting purposes and utilize qualitative and quantitative research on voting behavior and election results to determine effective tactics.
- 25% Foster 2-3 long-term organizing networks in strategic locations (ex: Pierce County, Yakima Valley, etc) across the state in order to support electoral and policy campaigns. Within these networks, develop organizing opportunities for community members, such as voting, direct action, or other legislative advocacy. Connect people with lower incomes to their elected officials, as well as to the overall work of Poverty Action, in order to weigh in on public policy decisions, change the narrative on poverty, and build leadership. Make public presentations on Poverty Action's work and campaigns.
- 20% Provide oversight to and support of Poverty Action's interns and work study students, as well as 100-500 volunteers both on and off site who are organizing in communities around the state. Engage with and further develop and expand our network of grassroots leaders around the state who are working locally to build support for Poverty Action's policy priorities. Lead outreach efforts for 200 – 500 participants from across the state for our annual MLK Day lobby day in Olympia.

- 15% Develop and distribute informational materials necessary for education, outreach and recruitment. Assist with production of materials and development of a distribution plan with circulation range of 5,000- 50,000. Manage the Voter Activation Network (VAN) database in order to contact voters and create field strategy.
- 10% Participate in program, department and agency meetings, relevant trainings, and the agency's anti-racism initiative as required. Co-chair, with a Poverty Action board member, the movement building committee of Poverty Action's coordinating board.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

### **EDUCATION & EXPERIENCE:**

*Requires one of the following:*

- Three years of experience in community organizing, including experience organizing communities of color and people with low incomes.
- Bachelor's degree in a related field and two years of experience in community organizing, including experience organizing communities of color and people with low incomes.
- Any combination of education, experience and measurable performance which demonstrates the capability to perform the duties of this position.

*Also requires:*

- One year experience recruiting and coordinating volunteers
- Experience working with quantitative research, especially demographic data and voter records

### **MINIMUM QUALIFICATIONS:**

- Excellent communication skills, both oral and written, including the ability to make public presentations
- Outstanding organizational abilities, initiative and attention to detail
- Ability to work individually in a self-directed manner and as part of a team
- Capable of conducting and leading regular outreach and field activities
- Ability to understand and track anti-poverty policies and federal/state legislative processes
- Ability to recruit, manage and support volunteers with diverse backgrounds
- Aptitude in cultivating and sustaining relationships with grassroots leadership
- Demonstrate a commitment to the mission of Solid Ground and the Statewide Poverty Action Network
- Access to reliable transportation, valid driver's license, vehicle insurance that meets Washington State's minimum guidelines and the ability and willingness to travel throughout the State
- Willingness and ability to work with people from a variety of racial, cultural and economic backgrounds, with various lifestyles, sexual orientations, and generations
- Ability and willingness to work outside of normal business hours to attend meetings and hearings

### **DESIRED QUALIFICATIONS:**

- Bilingual or full professional proficiency
- Strong background in Anti-Racism work
- Long-term commitment to public policy
- Commitment to people impacted by our work, for example: formerly incarcerated, homeless, immigrants, State aid recipients or impacted by predatory lending practices

**PHYSICAL DEMANDS/WORKING CONDITIONS:** This position works in an office setting, performing general office duties 50% of the time and 50% of the time in the field. Employees spend 20% of office time on the computer, 20% of the time answering the phone, and 10% meetings. Work outside the office (50%) is 40% meetings, and 10% driving. Position requires employee to lift/carry up to 20 pounds rarely, 5-10 pounds occasionally and push/pull 15pounds seldom, 1-5 pounds frequently. Position has the ability to sit/stand as needed. Stairs not required. Must be able to use personal vehicle/bus on occasion.

**HOURS & COMPENSATION:** This is a fulltime **Union** position paying \$20.53 per hour plus benefits. Benefits include medical, dental, short-term and long-term disability insurance, basic life insurance, 401(k) savings plan including agency contribution and match, holiday pay, generous paid personal leave package and tax-sheltered health care and dependent care accounts.

**TO APPLY:** Poverty Action's parent organization is Solid Ground and we utilize their hiring practices. Applicants must complete the Solid Ground application form specific to this position. To find an application online, go to <https://www.solid-ground.org/get-involved/careers/> then click on the Job Title for this position and complete the application. You may also leave a message on our job line at 206.694.6840 requesting a specific job application, or you may apply in person at 1501 North 45th Street in Seattle's Wallingford neighborhood.

**Please attach a cover letter and resume.**

**CLOSING DATE:** All Applications must be submitted by 5pm on August 9, 2017

**Solid Ground is an equal opportunity employer committed to workplace diversity. We not discriminate on the basis of gender, age, race and color, religion, marital status, national origin, disability or veteran status.**