



Civic Influencers is a national nonpartisan nonprofit operating across the country on campus - with an emphasis on community colleges and trade, vocation and technical schools in targeted communities and states, that empowers young people to build their civic power and increase voting rates amongst their peers. They frame their work through an Organizing, Advocacy and Learning model that equips young people with the skills to dismantle barriers to voting while developing their identities as voters and participants in our democracy.

JOB POSTING: ORGANIZER AT-LARGE

Reports to: Chief of Organizing, Advocacy & Learning

Classification: Full-time Exempt

Location: Remote work, must live in Pennsylvania

Travel: Some travel required

GENERAL DESCRIPTION

Civic Influencers is seeking an Organizer At-Large in Pennsylvania with extensive experience in leading and organizing youth to become civic leaders on their campuses.

The Organizer At-Large will apply their leadership skills to manage a cohort of Civic Influencers to drive youth voter and civic engagement on campus and amongst their peers. In addition, they will also help build and maintain partnerships with youth leaders, administrators, faculty, staff, and community partners across the state.

Reporting to the Chief of Organizing, Advocacy & Learning, the subsequent tasks and duties will fall within the following buckets across the Organizing, Advocacy & Learning department, including:

Programmatic Management

- Recruit Civic Influencers in accordance with determined state and district strategy, with an emphasis placed on the recruitment of Youth of Color (Black, Indigenous, Hispanic, and Tribal) at community colleges and trade, vocational and technical schools.
- Manage Civic Influencers and provide consistent and constructive input for their work plans, ensuring they achieve all programmatic objectives, including completing their Tipping Point Index, distributing Civic Influencers Surveys, and more.
- Conduct state and regional Civic Influencers meetings and trainings to share knowledge and build community amongst Civic Influencers.
- Participate in weekly staff and programmatic meetings to update the Civic Influencers team of progress within their respective state(s).
- Research and report on proposed voting legislation and laws to contribute to Civic Influencers' data-driven approach to combat voter suppression in its priority states and across the nation.
- Manage relationships with community partners and institutional leaders to deepen Civic Influencers work.



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Content Creation & Reporting

- Coordinate and contribute content for social media posts and quarterly newsletters.
- Write Civic Influencers success stories to be used in Donor Engagement meetings, presentations and the Annual Report.
- Track and record Civic Influencers and Institutional assessments & reports via Salesforce.
- Other responsibilities as assigned.

Skills & Qualifications

- Bachelor's degree in Political Science, Public Policy, Law, Management, STEM, Analytics, Social Work or a related field.
- 2+ years experience working with a civic engagement organization or equivalent experience (e.g., campaign work, youth outreach, voter registration, etc.).
- Demonstrated proficiency in supervising and motivating organizers (e.g, youth, faculty, community partners).
- Proactive self-starter and strong creative with the ability to develop, conceptualize and execute events, both virtual (via Zoom) and in-person.
- Familiarity with and understanding of CRMs and other content management databases, experience with Salesforce a plus.
- Proficient on Google Suite, including Google Sheets and Google Slides.
- Working knowledge of Tableau and Slack a plus.
- Excellent interpersonal and verbal communication skills; including the ability to communicate effectively and professionally with other staff, partner organizations, elected and appointed officials, corporate/business representatives, and community members.
- Commitment to transparency, accountability, and direct communication.
- Ability to work independently as well as collaboratively in a fast-paced environment with multiple priorities and tight deadlines.
- Ability to manage highly sensitive, confidential information using excellent judgment at all times.
- Must have a commitment to DEI and cultural competency, including an awareness of one's own cultural worldview, a welcoming attitude towards cultural differences, an appreciative knowledge of different cultural practices and worldviews, and cross-cultural skills.

Desired Skills

- Experience working in a movement organization, including ones focused on Voting Rights, Social Justice, Civil Rights or Youth.
- Experience working in politics.
- Experience working with or within a higher education institution, People of Color Serving Institutions (PoCSIs, e.g., HSIs and HBCUs a plus).
- Fluent in multiple languages, Spanish preferred.

Other Requirements



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- Must complete data visualization and data gathering trainings hosted by Tableau, and other trainings as required.
- Extremely reliable and available on evenings and weekends for occasional events and conferences.

COMPENSATION

Salary

Salary range for this position is \$48,000 - \$52,000. Salary will be commensurate with experience and skills.

Benefits

- Health insurance with employer contribution
- 401K plan with employer match after 6 months
- 13 paid holidays
- 10 days paid vacation
- 10 days paid sick leave

HOW TO APPLY

Start date: for immediate consideration.

Email your application to: hr@civicinfluencers.org

Please email your resume and cover letter with the position title and your name in the subject line. Applicants who do not submit both will not be considered. Please note in your cover letter where you saw this position listed and your availability.

Applicants who have been selected to move forward in the interview process will be contacted directly.

Civic Influencers is an equal opportunity employer and does not discriminate based on race, nationality, ethnicity, religion, age, gender, sexual orientation, disability or class. We value diversity on our team and strongly encourage people of color, Indigenous people, LGBTQIA individuals, people with disabilities and all qualified persons to apply for our open positions.