Area Organizing Director, Allegheny County
Reports to: Deputy State Director

Civic360, LLC is seeking a full-time Area Organizing Director to help lead PennFuture's Democracy For All non-partisan integrated voter engagement program in Allegheny County. This involves hiring, training, and developing staff, as well as managing day-to-day activities necessary to successfully accomplish program goals. The position is a full-time temporary position through November 2022 with the possibility of becoming permanent. This position is being recruited and filled by Civic360, LLC on behalf of PennFuture.

INTRODUCTION

PennFuture's mission is to lead the transition to a clean energy economy in Pennsylvania and beyond. We protect our air, water, and land, and empower residents to build sustainable communities for future generations. Integrated voter engagement is the first step to that empowerment.

PennFuture's Democracy For All program is improving access to and trust in our democracy, so that communities that our country have historically left out of the decision making process can reclaim their rightful influence. We do this by advocating for structural democracy reform, voter registration, voter education and transformational community engagement.

POSITION SUMMARY

The Area Organizing Director will serve in a critical role of helping to advance the PennFuture's civic engagement strategic plan, including non-partisan voter registration, "get out the vote" campaigns, vote by mail digital campaigns, community education and organizing and leading the implementation of electoral field work that advance and advocate around social and environmental issues affecting communities of color.

JOB RESPONSIBILITIES:

- Oversight for day-to-day operations and leading civic and voter engagement programs.
- Managing the recruitment, training and supervision of team leads and canvassers.
- Coaching staff to implement effective voter engagement and field campaign efforts to ensure program goals are successfully met.
- Lead and direct community organizing strategies, that include but not limited to, phone banking, door-to-door canvassing as well as digital-organizing and online engagement.
- Recruit and cultivate a volunteer base for voter outreach campaigns, including youth volunteer-led organizing events. Collaborate with staff and volunteers to foster strong integrated voter engagement (IVE) program for advocacy and electoral work in target region.
- Preparing and providing reports on the program progress to the State Director to ensure the program goals are met.
- Review data reports nightly to monitor progress and flag potential problems.
- Work closely with the State Director, Deputy State Director, Civic360, and PennFuture staff to set and accomplish program goals.
- Ensuring programs are executed with a high standard of quality control, professionalism, appropriate long-range perspective, and in compliance with all applicable laws

QUALIFICATIONS AND EXPERIENCE:

We are looking for candidates from Allegheny County, Pennsylvania. Prior civic engagement experience is preferred.

Successful candidates will be detail oriented and able to organize and manage many moving pieces in a dynamic and fluid office. You will also bring all or most of the following skills to the position:

- Display effective communication and collaboration that fosters cooperative work and contributes to building an inclusive environment and organizational culture
- Ability to empower others to lead through efforts that enable the contribution of ideas and solutions that address and impact the work of the organization
- Demonstrated recruiting skills.
- Proven problem-solving and organizational skills.
- Have a Drive for Results that promotes accountability and empowers shared responsibility while exercising safety and consideration for team and others
- Outstanding work ethic and an entrepreneurial mindset.
- You are committed to voter access and voter registration.
- Are comfortable working with people of all political ideologies and share our commitment to increasing racial and socio-economic diversity in the conservation movement.
- You value learning, are curious, and like to seek out new ideas and opportunities for personal growth and improvement.
- Must be flexible, as plans continuously change.
- Must have a valid driver's license.

OTHER QUALIFICATIONS AND REQUIREMENTS
- Legal eligibility to work in the United States
- Must have an operational car that is registered and insured, and which you are licensed to drive.
- Willing to comply with strict rules against partisan activities or electioneering during work time.

LOCATION, SALARY, BENEFITS
Location: This position is currently a remote position, but the ideal candidate must live in Allegheny County. When a physical office location is available this person must be able to work in that office.
Salary range: $50,000 - $60,000
Benefits: Include medical, dental and vision insurance, paid vacation, paid sick leave, and paid holidays.

SUBMISSION
This position is open until filled. Please submit your cover letter, resume, and three references to pajobs@civic-360.com Please write "Area Organizing Director - Allegheny" in the subject line. Please no phone calls.

The above statements are intended to describe the general nature and level of work being performed by the person holding this position. It is not an exhaustive list of all duties and responsibilities. Civic360, LLC reserves the right to amend and change responsibilities to meet organizational needs, as necessary.

Equal employment opportunity and having a diverse staff are fundamental principles in our organization, where employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, gender identity or expression, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status or any other protected characteristic as established under law.