

Area Director, Lackawanna, Luzerne
Reports to: Deputy State Director

Civic360, LLC is seeking a full-time Area Director to help lead PennFuture's Democracy For All non-partisan integrated voter engagement program in Lackawanna and Luzerne 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 December 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 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:

- Organize and lead efforts to build a strong base of volunteers and partners focused on social and environmental justice priorities.
- Collaborate with local organizations (i.e., faith-based groups, social justice groups, etc.), volunteers and partners in coalition building efforts
- Design and implement events to encourage informed and active voter participation (community events, training,, direct community outreach)
- Oversight for day-to-day operations and leading civic and voter engagement programs.
- Manage recruitment, training and supervision of team leads and canvassers.
- Coach staff to implement effective voter engagement and field campaign efforts
- Lead and direct community organizing strategies related to, phone banking, door-to-door canvassing, digital-organizing
- Recruit and cultivate a volunteer base for voter outreach campaigns
- Produce reports on program progress to ensure the program goals are met;
- Review and analyze 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.

QUALIFICATIONS AND EXPERIENCE:

We are looking for candidates from Lackawanna and Luzerne County, Pennsylvania to lead civic engagement, integrated voter engagement and coalition building efforts within a target region.

- 1-2 years of leadership or equivalent management experience
- Knowledge of MS Office (i.e. Excel) and budget spreadsheets or other related software
- Preferred qualifications prior experience in canvassing, organizing or community engagement work.
- Has experience working with people and communities of color.

Successful candidates will be detail oriented and able to organize and manage many moving pieces in a dynamic and fluid office, along with the following qualities and skills:

- Demonstrated recruiting skills;
- Proven problem-solving and organizational skills;
- Outstanding work ethic and an entrepreneurial mindset.
- Shared commitment 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.
- Value learning and demonstrates commitment towards seeking out new ideas and opportunities for personal growth and improvement.
- Must be flexible, as plans continuously change.

SKILLS/COMPETENCIES:

- Effective Communication and Collaboration towards building an inclusive environment
- Empowers Others to Lead through efforts that enable the contribution of ideas and solutions
- Have a Drive for Results that promotes accountability and shared responsibility
- Outstanding Work Ethic
- Entrepreneurial Mindset.

OTHER QUALIFICATIONS AND REQUIREMENTS

- Position requires an individual to have a valid state driver's license and an operational car that is registered and insured.
- Applicants must be legally authorized to work in the United States.
- Must be willing to work sometimes long, irregular hours and to travel as needed

LOCATION, SALARY, BENEFITS

Location: This position is currently a field position located in Lackawanna or Luzerne county. When a physical office location is available the Area Director must be able to work from that office.

Salary range: \$45,000 - \$55,000.

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 Director - Lackawanna and Luzerne" 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.