Welcome to the EMILY’s List Job Bank Job Distribution List!

The EMILY’s List Job Bank connects experienced political professionals and trainees with campaigns for pro-choice, Democratic women candidates across the country.

**ATTENTION:** Resumes uploaded prior to the 2016 General Election have been purged from our system. You will need to upload your updated resume for the 2016–2017 cycle. If you’re interested in working on an EMILY’s List campaign, please take a moment to upload your resume and create a profile by going to [http://jobbank.emilyslist.org](http://jobbank.emilyslist.org). This will allow us to see what kind of campaign job you’re looking for and what kind of skills and experience you have – so we can connect you with our candidates who need talented staff at all levels. Having access to your most current information will allow us to send updated information to interested campaigns.

**Attention employed Job Bank users:**
If you have signed up for the EMILY’s List job bank previously and are no longer looking for a job, please deactivate your job bank profile so we don’t send your resume around to campaigns that are currently looking to hire staff. Your assistance would be greatly appreciated.

Thank you.

Please see below listings of jobs received as of December 7, 2016. This list will go out again on December 14, 2016.
Our weekly Job Bank distribution list informs job seekers about jobs with progressive organizations and campaigns. Jobs and internships are listed separately, and internships can be found at the bottom of the list.

If you’ve heard about a job through the EMILY’s List Job Distribution List, please be sure to note that in conversation or in your cover letter.

AS ALWAYS, please be sure to keep the EMILY’s List Job Bank up to date with your job search progress!

Please excuse any formatting problems as postings are simply copied and pasted from original listing with no additional edits performed by the EMILY’s List Campaigns Department. Please be sure to follow contact instructions in each posting.

For any questions, feel free to contact jobbank@emilyslist.org

Marketing Analytics Manager

EMILY’s List, the nation’s largest resource for women in politics, is searching for a Marketing Analytics Manager to join our Development team. We recruit and train candidates, support strong campaigns, research the issues that impact women and families, and turn out women voters. Since our founding in 1985, we have trained over 9,000 women to run and helped elect 118 women to the House, 23 to the Senate, 12 governors, and over 700 to state and local office. Forty percent of the candidates EMILY’s List has helped elect to Congress have been
women of color - including every single Latina, African American, and Asian American Democratic congresswoman currently serving.

**Principal Responsibilities**

The EMILY’s List Marketing Analytics Manager assists in the overall strategy of EMILY’s List fundraising efforts and manages all data files for the marketing program and for other departments as needed. The Marketing Analytics Manager works closely with the Marketing Director and the Vice President of Development to develop, maintain, and monitor regular financial and fundraising reports for the development department and organization, as well as overseeing data systems and processes to develop data-driven, long-term strategies.

**Specific Duties**

- Hire and manage the Marketing Analytics Assistant;
- Create and supervise the creation of marketing data files for direct mail and telemarketing campaigns for the marketing and major gifts teams;
- Develop comprehensive reports to meet the long-term strategic analysis needs of the fundraising programs;
- Produce all routine stats, including daily income reports, monthly sustainer reports Executive Stats, file size report, and ad hoc data files and income reports;
- Produce data that will be used to create the budget and project cash flow;
- Produce daily cash flow tracking document for direct marketing fundraising programs and produce comprehensive monthly written analysis of direct marketing programs;
- In coordination with our consultants, provide analysis needed to calculate income projections, response rates, and average gifts for mailings and telemarketing campaigns;
- Work with our consultants to help with universe selection and segmentation review process;
- Maintain files on EMILY’s List and candidate mailings, including donor segmentation strategy, income projections, and gift analysis;
- Oversee Blackbaud Direct Marketing and RE NXT databases and perform imports to keep donor records up-to-date;
- Work with Database Administration Manager to provide monthly employer/occupation report and maintain integrity of RE NXT;
- Create, monitor, and maintain source codes for development department;
- Track and gather donor lists from our endorsed candidates’ campaigns at end of cycle;
- Coordinate with the IT department and other data leads in the organization as needed, in particular assisting with online/offline data integration efforts;
- Other duties as assigned.

**Qualifications**
The ideal candidate must be proficient in CRM software, Excel and Access, and should have three to four years of related experience. Experience with Blackbaud Direct Marketing and Blackbaud RE NXT preferred. Ability to multitask and work with deadlines while maintaining strong attention to detail is a must. Previous use of statistical languages such as R and STATA a plus. College degree and interest in electing pro-choice Democratic women required. Commitment to the diversity of our candidates, membership, partners, and staff strongly desired.

EMILY’s List offers a competitive salary and a strong benefits package. To apply, email resume and cover letter to jobopening@emilyslist.org, - subject line “Marketing Analytics Manager.” No calls, please.

EMILY’s List is an Equal Opportunity Employer that values a multicultural, diverse working environment. Applicants of diverse backgrounds are welcomed and encouraged to apply.

Marketing Data Analytics Assistant

EMILY’s List, the nation’s largest financial resource for women candidates, is searching for a Marketing Data Analytics Assistant to join the Development team. We recruit and train candidates, support strong campaigns, research women's issues, and turn out women voters. We've trained over 9,000 women to run and helped elect over 100 women to the House, 19 to the Senate, 11 governors, and over 700 to state and local office. Since its founding in 1985, almost one-third of the candidates EMILY’s List has helped elect to Congress have been women of color - including every single Latina, African American, and Asian American Democratic congresswoman currently serving.

Principal Responsibilities

The EMILY’s List Marketing Data Analytics Assistant’s primary responsibility is to create data files for the Marketing/Membership, Digital, and Major Gifts departments to use in direct mail, telemarketing, and web campaigns. The Marketing Analytics Assistant works closely with the Marketing Analytics Manager to help develop, maintain, and monitor regular financial and fundraising requests and reports for the Development Department.

Specific Duties
• Segment donors in Raiser’s Edge and Blackbaud Direct Marketing and create data files for direct mail, telemarketing and web campaigns for the marketing, membership and digital departments;
• Generate recurring and ad-hoc reports for the use of the Development team and outside vendors;
• Troubleshoot donor database concerns with the Development, Digital and IT teams;
• Assist members of the Development team with query creation and reporting from The Raiser’s Edge, Blackbaud Direct Marketing and Blackbaud Performance Management;
• Maintain database integrity by ensuring donor information is up-to-date;
• Utilize data to help develop a powerful and continually expanding donor base;
• Manage the scheduling of EMILY’s List marketing and analytics projects with outside consultants and vendors;
• Assist in building an organizational culture that is steeped in data-driven decision making;
• Work towards building the EMILY’s List community to at least 5 million members;
• Serve as lunch hour back-up and break relief for the front desk as needed;
• Perform other duties as assigned.

Qualifications

The ideal candidate must have strong Excel and Access skills and be a team player who thrives in a fast paced environment. Must have strong analytical skills, enjoy quantitative problem solving, attention to detail, and be able to take direction and multi-task. Experience with Blackbaud’s Raiser’s Edge, or any previous database experience, is a plus. College degree and an interest in electing pro-choice Democratic women required. EMILY’s List offers a competitive salary and a strong benefits package. To apply, email resume and cover letter to jobopening@emilyslist.org, --subject line “Marketing Data Analytics Assistant.” No calls, please.

EMILY's List is an Equal Opportunity Employer that values a multicultural, diverse working environment. Applicants of diverse backgrounds are welcomed and encouraged to apply.
Digital Assistant

EMILY’s List, the nation’s largest resource for women in politics, is searching for a Digital Assistant to join our Digital team. We recruit and train candidates, support strong campaigns, research women’s issues, and turn out women voters. We’ve trained over 9,000 women to run and helped elect over 100 women to the House, 19 to the Senate, 11 governors, and over 700 to state and local office. Since its founding in 1985, almost one-third of the candidates EMILY’s List has helped elect to Congress have been women of color - including every single Latina, African American, and Asian American Democratic congresswoman currently serving.

Principal Responsibilities

The Digital department is responsible for engaging and growing the community of people who support EMILY’s List online. The department works closely with the Development, Communications, and Campaign teams to ensure our online program advances the organization’s fundraising, growth, messaging, and electoral priorities.

The Digital Assistant plays a crucial role on this team, ensuring our online properties are up to date, that our email campaigns are executed in a timely manner, and that special projects are planned and executed efficiently.

Specific Duties

- Provide administrative support to the Vice President of Digital, including scheduling duties;
- Manage digital team daily and weekly meetings;
- Publish day-to-day updates to the EMILY’s List website;
- Help draft content for our email program, social media assets, and the website as directed;
- Set up emails and landing pages;
- Help manage the EMILY’s List store and digital merchandise promotions
- Contribute to the digital team’s weekly brainstorms and planning meetings;
- Serve as lunch hour back-up and break relief for front desk staff as needed;
- Other projects as assigned.

Qualifications

The Digital Assistant must be extremely detail-oriented and able to work independently to meet deadlines. Candidates should be familiar with HTML, Excel, online fundraising,
and advocacy. Ideal candidates will have experience working or interning in digital or communications, preferably in a political or nonprofit organization. Strong writing skills and a sense of humor are necessary. Candidates should be able to handle multiple projects at once, work well under deadline, and understand that the internet isn’t a 9 to 6 kind of job.

College degree and an interest in electing pro-choice Democratic women required.

EMILY’s List offers a competitive salary and a strong benefits package. To apply, email resume and cover letter to jobopening@emilyslist.org, - subject line “Digital Assistant.” No calls, please.

EMILY's List is an Equal Opportunity Employer that values a multi-cultural, diverse working environment. Applicants of diverse backgrounds are welcomed and encouraged to apply.

Direct Marketing Assistant

EMILY’s List, the nation’s largest resource for women in politics, is searching for a Direct Marketing Assistant to join our Development team. We recruit and train candidates, support strong campaigns, research the issues that impact women and families, and turn out women voters. Since our founding in 1985, we have trained over 9,000 women to run and helped elect 118 women to the House, 23 to the Senate, 12 governors, and over 700 to state and local office. Forty percent of the candidates EMILY’s List has helped elect to Congress have been women of color - including every single Latina, African American, and Asian American Democratic congresswoman currently serving.

Principal Responsibilities

The Marketing Assistant works closely with the Direct Marketing Manager to assist with and manage the production of all printed marketing and fundraising materials for EMILY’s List. The Marketing Assistant assists with marketing department projects and provides marketing and production support to the Development Department and other
EMILY’s List departments.

Specific Duties

- Manage the scheduling and production of EMILY’s List’s robust direct mail and telemarketing programs with outside consultants and vendors;
- Plan and maintain the schedules for the Marketing Department;
- Oversee mail and telemarketing copy through internal staff review;
- Help draft copy for the quarterly newsletter, candidate profiles, and other miscellaneous projects;
- Create, maintain, track, and replenish all in-house stationery and production needs throughout the organization;
- Complete invoices for billing and maintain expense sheets for all marketing and production projects;
- Hire and manage Marketing Department interns;
- Provide direct support to members via phone and email as needed;
- Serve as lunch hour and break phone relief for front desk as scheduled or requested;
- Perform other duties as assigned.

Qualifications

The ideal candidate must be incredibly organized; able to work both independently and on a team; able to juggle and prioritize multiple tasks in a deadline-driven environment; and show strong attention to detail. Must be a strong writer, editor, and proofreader. Knowledge of Adobe Photoshop, Raiser’s Edge, Blue State Digital, or Excel a plus. Some writing and direct mail experience preferred. College degree and an interest in electing pro-choice Democratic women required. Commitment to diversity of our candidates, membership, partners, and staff.

EMILY’s List offers a competitive salary and a strong benefits package. To apply, email resume and cover letter to jobopening@emilyslist.org, - subject line “Direct Marketing Assistant”. No calls, please.

EMILY’s List is an Equal Opportunity Employer that values a multi-cultural, diverse working environment. Applicants of diverse backgrounds are welcomed and encouraged to apply.
Search for J Street’s Chief Operating Officer
Are you interested in joining a rapidly expanding organization that is changing the way people think and talk about U.S. Middle East policy?

Launched in 2008 with four staff and a limited budget, J Street set out to change the debate on Israel in American politics and the Jewish community. In the intervening eight years, it has grown steadily into one of the leading advocacy and political organizations at the center of the national debate over the U.S.-Israel relationship, promoting the importance of diplomatically resolving the Israeli-Palestinian conflict. Today, J Street is a $9 million organization with a national staff of 70 and growing.

J Street is seeking a seasoned Chief Operating Officer to assume significant management responsibility for the organization’s day-to-day operations and to help fulfill the mission and vision of the organization. The COO’s success is key to enabling the organization’s President to focus his attention on external audiences like donors, Members of Congress and the media. The COO will report to the President.

We seek as COO a proven leader with experience taking an organization to the next level, leading an executive management team, and developing and implementing programs at the intersection of policy advocacy and politics. Experience at a high management level in advocacy organizations in DC is highly preferred.

The COO will step into a leadership role on a team of talented individuals that is helping J Street deliver measurable results and making J Street’s vision a reality. This is an excellent opportunity for a dynamic professional who has experience managing an advocacy effort or other initiative and is looking to play a lead role in shaping the future of a growing organization with a proven track record of success.

Specific responsibilities

- Manage a Senior Executive Team to ambitiously set and achieve organizational goals. All Senior Staff will transition from reporting to the President to reporting directly to the Chief Operating Officer.
- Contribute to the development and strategic implementation of short- and long-term organizational strategy, planning and policies. The COO will be central to ensuring that organizational tactics and activities advance J Street’s mission and goals, while adapting to ever-changing current events and environment.
- Manage the growing Operations and Administration Team responsible for the financial, human resources and information systems of the organization. This team works to continuously improve the operational systems, processes and policies in support of the organization’s mission.
- Manage human resource issues, including talent recruitment and retention, orientation and professional development.
Qualifications and Skills

- Strong managerial experience required. J Street is seeking, in particular, a demonstrated track record in growing an organization with a focus on policy advocacy at the national level.
- Excellent leadership skills a must in light of responsibility for managing a 70+ person organization of high-achieving, hard-driving professionals. The COO should be a team player ready to partner with a dynamic senior team.
- Flexible and able to multi-task in a fast-paced environment, with demonstrated resourcefulness in setting priorities and guiding people and systems while managing projects.
- Highly-organized and data-oriented. The organization places a high premium on managing to results and establishing data-based systems for measuring and establishing accountability for results.
- Familiarity with issues related to US-Israel relationship, the American Jewish community and American politics desirable but not necessary.
- Formal education requirements less important than actual work experience.

Additional Organizational Background

J Street is the political home for pro-Israel, pro-peace Americans who want Israel to be secure, democratic and the national home of the Jewish people. Working in American politics and the Jewish community, we advocate policies that advance shared US and Israeli interests, as well as Jewish and democratic values, leading to a two-state solution to the Israeli-Palestinian conflict.

As Americans, we advocate in Washington and in national politics for American policy that advances diplomatic resolution of Israel’s conflicts with its neighbors. American policy plays an important role in the Middle East, and the voices of Jewish and other pro-Israel Americans are critical in shaping that policy. Through its advocacy and political work, J Street mobilizes support for American policy that helps resolve Israel’s conflicts diplomatically and reshapes political perceptions of what it means to be pro-Israel.

Within the American Jewish community, we advocate that our institutions and leaders ground our relationship with Israel in the same values they apply to other issues, including freedom, justice and peace – the very principles set forth in Israel’s Declaration of Independence. We urge Jewish communal officials and institutions to demonstrate leadership by speaking out in support of policies that align with our interests and values and against those that don’t. We also promote vibrant and respectful discourse about Israel within the Jewish community, expanding American connections to and support for Israel.

The organization is headquartered in Washington, DC, with 6 regional hubs around the country as well as an office in Tel Aviv. The J Street family of organizations includes J Street – a 501(c)(4) non-profit which is responsible for lobbying and advocacy; JStreetPAC – a federal political action committee that endorses and raises money for federal candidates; and the J Street Education
Fund – a 501(c)(3) that works through community engagement, education and programming to advance J Street’s work.

Please send all resumes and inquiries to tali@jstreet.org

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**Position: Deputy Finance Director**

Date Posted: 12/02/2016
City: Columbus, Ohio

**Description and Details**
The Ohio House Democratic Caucus (OHDC) is a political organization dedicated to breaking a Republican super-majority in the Ohio House of Representatives. The OHDC seeks an experienced Deputy Finance Director to assist in the development and implementation of an aggressive fundraising operation for the 2018 election cycle. The Deputy Finance Director will work closely with legislative leadership, the Ohio Democratic Party, and at least two other OHDC campaign staff. The Finance Director reports to the Finance Director.

**Primary Responsibilities**
- Assist the Finance Director with the development and implementation of the OHDC fundraising plan.
- Build upon and refine the OHDC’s existing donor base.
- Oversee data entry, donor research, and other finance-related tasks.
- Manage Finance Interns.
- Train Campaign Managers on finance and fundraising topics.
- Work with Campaign Managers and candidates to develop and implement their own fundraising plans.
- Staff leadership call-time as needed.
- Assist in the planning, scheduling, and managing of both large and small fundraising events.
- Conduct donor follow-up correspondence.
- Assist the OHDC Treasurer by providing required compliance information as needed.
- Staff leadership at fundraising events and meetings as needed.
Qualifications

- A commitment to electing Democrats.
- Bachelor's degree or equivalent experience.
- Minimum one cycle statewide, congressional, or legislative committee finance experience.
- Experience with NGP VAN strongly preferred.
- Willingness to live in Columbus, Ohio for the duration of the 2018 election cycle.
- Vehicle and valid driver's license required.
- Excellent time management, prioritization, and organizational skills.
- Detail-oriented.
- Strong written and oral communication skills.
- Ability to work extended hours, including nights and weekends as needed.
- Ohio experience and/or knowledge a plus.

How to Apply
Submit materials to Aaron Fisher at afisher@ohiodems.org by December 20th. Please include a resume, cover letter, and at least three references. Salary commensurate with experience. Benefits, including health insurance, available.
• Manage efforts with labor, corporate, trade association, and interest group PACs, as well as high and low dollar individual donors.
• Manage leadership call time.
• Oversee the creation and implementation of direct mail and e-mail giving programs.
• Plan, schedule, and manage both large and small fundraising events.
• Oversee all donor follow-up correspondence.
• Assist members and candidates with the development and implementation of their own fundraising plans.
• Assist the OHDC Treasurer by providing required compliance information as needed.
• Staff leadership at fundraising events and meetings – requiring significant travel throughout the state and some throughout the country.

Qualifications
• A commitment to electing Democrats.
• Bachelor's degree or equivalent experience.
• Minimum one cycle statewide, congressional, or legislative committee finance director-level experience.
• Experience with NGP VAN strongly preferred.
• Willingness to live in Columbus, Ohio for the duration of the 2018 election cycle.
• Vehicle and valid driver's license required. Significant travel throughout the state is required.
• Excellent time management, prioritization, and organizational skills.
• Detail-oriented.
• Strong written and oral communication skills.
• Ability to work extended hours, including nights and weekends as needed.
• Ohio experience and/or knowledge a plus.

How to Apply
Submit materials to Aaron Fisher at afisher@ohiodems.org by December 20th. Please include a resume, cover letter, and at least three references. Salary commensurate with experience. Benefits, including health insurance, available.

VOTER FILE MANAGER

The Ohio Democratic Party seeks a Voter File Manager to manage the day-to-day voter file needs of ODP, county party organizations, state and federal campaigns, and activists.

RESPONSIBILITIES:

VFM responsibilities include, but are not limited to, the following:

• Day-to-day management of users and committees in VoteBuilder;
• Developing and implementing a training program for VoteBuilder statewide in conjunction with the Field Department, including a regular webinar schedule;
• Maintaining a data dictionary of all ODP data assets;
• Creating and maintaining survey questions, activist codes and other VoteBuilder infrastructure;
• Creating all shared searches and targets;
• Maintaining the ODP My Campaign database;
• Providing timely and relevant analysis of data and fielding requests for specialized research projects, in many cases requiring rapid turnaround;
• Tracking and disseminating analysis of voter contact results, early vote and absentee turnout, voter registration, and other data relevant to campaigns and caucuses;
• Collecting raw political data from County Boards of Elections and other sources and converting it to usable form for analysis; Hygieneing and matching acquired lists back to the voter file (VoteBuilder, Catalist or offline).

QUALIFICATIONS:

• At least two cycles of prior campaign experience preferred.
• Demonstrated data analysis and writing skills, preferably in a political environment.
• Ability to plan and manage time sensitive projects with competing needs.
• Working knowledge of statistical models, precinct targeting, etc. a plus.
• Knowledge and familiarity with Catalist and VAN.
• Intermediate knowledge of Excel including formulas, functions, and pivot tables.
• Intermediate knowledge of Access (or other SQL database) including creating queries and manipulating large data sets.
• Familiarity with GIS preferred but not required.
• Experience standardizing data from multiple sources to produce complex reports.
• Strong attention to detail, including accuracy of data entry.
• Ability to multitask and manage time effectively.
• Capacity and desire to work long hours in a campaign setting.

HOW TO APPLY:

This position is available immediately and will remain open until filled. Competitive salary, plus healthcare. Please send resume, cover letter, and three professional references electronically to sross@ohiodems.org.

Posted: 12-7-2016
AAUW is Looking for a Major Gift & Planned Giving Associate

The American Association of University Women (AAUW) is the nation’s leading voice promoting equity and education for women and girls. Since our founding in 1881, AAUW members have examined and taken positions on the fundamental issues of the day — educational, social, economic, and political.

Summary Description
The AAUW Development Department seeks a full-time Major Gift & Planned Giving Associate. This position will focus on AAUW donor cultivation and stewardship, donor and fundraising leader communications, and online fundraising education, tools and resources. This position is ideal for those who are passionate about women’s issues and who are seeking to begin a career in philanthropy and development.

Essential Duties

Major Donor and Fundraising Leader Relations

- Manage the execution and tracking of donor cultivation, stewardship and recognition activities.
- Support the strategic planning and implementation of the mid-level strategy and major gift campaign.
- Conduct research and prepare materials for donor and prospect visits.
- Create and update educational resources and tools for AAUW fundraising leaders.
- Assist with planning and execution of donor appreciation events.
- Coordinate 12 person planned giving volunteer committee, including facilitating monthly calls, managing their portfolios, and assisting in their volunteer leadership activities.

Major Gift and Planned Giving Communications

- Manage the production of online and print communications for major donor and fundraising leader engagement and education.
- Draft and edit content for donor newsletters, fundraising reports, AAUW fundraising leader communications and other development materials as needed.

Major Gift and Planned Giving Online Content

- Manage the production of creating new or updating current major giving and development resource webpages.
- Maintain AAUW profiles on external charity rating websites.

Minimum Qualifications

- Bachelor’s degree, with 1-2 years of experience in a Development office with demonstrated success in fundraising and/or project coordination – including managing a project from beginning to end, meeting goals and deadlines, and working within budget allocations.
- Experience and working knowledge of Raiser’s Edge required. Experience with Target Analytics a plus.
• Demonstrated interpersonal, written and verbal communication skills. Experience writing development communications for external audiences a plus.
• Exceptional ability to organize work, follow through on projects, anticipate project needs, function independently as well as part of a team, and work effectively with staff and volunteers.
• High degree of proficiency in Microsoft Office Suite; solid knowledge and comfort with word processing, spreadsheets, mail merge and advanced functions.
• Strong work ethic, self-directed and able to coordinate multiple tasks, and highly motivated.
• Strict adherence and knowledge of generally accepted fundraising policies, standards and values, and the AFP Code of Ethics.

To Apply
Submit a résumé with cover letter detailing your interest and qualifications, along with salary requirements and a relevant writing sample, by email indicating position title to aauwjobs@aauw.org.

http://www.aauw.org/who-we-are/jobs/aauw-jobs-and-internships/major-gift-planned-giving-associate/

SEIU (The Service Employees International Union)
Union Organizer-in-Training / Health Care Campaigns
Los Angeles, CA
We are seeking energetic and passionate individuals interested in starting social justice careers in labor organizing.
For 100 years, SEIU has been helping workers stand up for their rights, fighting for dignity, respect and better conditions in workplaces and communities. With a membership 2.1 million strong, SEIU is the fastest-growing union in the United States and our diverse leaders and staff support workers as they speak out for good jobs and better lives for themselves and their families.
The SEIU Organizer-in-Training (OIT) Program is a 12-month training program. As an Organizer-in-Training with the SEIU, you will be assigned to organizing campaigns, trained on the fundamentals of union organizing and will have the opportunity to learn the skills needed to help workers build power in the workplace.
Key Responsibilities:

• Conducting broad and intensive outreach efforts to non-union workers.
• Building one-on-one relationships with workers.
• Identifying, recruiting and developing worker leaders.
• Conducting individual and group meetings with workers to move organizing campaigns forward.
• Engaging, motivating and mobilizing workers to take action.
• Planning and carrying out actions and events to support worker organizing efforts.

Required Qualifications:

• Bilingual in English/Spanish or English/Tagalog is a plus, but not required.
• Demonstrated commitment to social and economic justice.
• Ability and willingness to work long and irregular hours, including nights and weekends.
• Excellent listening, oral and written communication skills.
• Basic computer literacy and ability to learn the organization's technology tools.
• Ability to work independently as well as with a team.
• Willingness to conduct work site and home visits.
• Strong planning, time-management and problem-solving skills.
• Willingness to work with people from diverse cultures and backgrounds.
• Possession of a valid U.S. driver’s license, proof of auto insurance, and an automobile for business use.
• Ability and willingness to travel on a frequent and extensive basis is required.
• If offered an Organizer-in-Training position, you will be required to relocate to Los Angeles, CA. Relocation costs are not covered by SEIU.

Compensation:

• Salary and benefits are set by collective bargaining agreement. Salary is $38,764/annual and benefits include fully employer-paid health benefits package, $570/month car allowance, $60/month cell phone allowance, and other benefits outlined in the policies of SEIU and the staff union contract. This is a full-time, salaried, over-time exempt position.

Application Requirements:
A cover letter is required for all applications. Your cover letter should explain your reason for wanting to work for SEIU, an example of how you demonstrated success in a similar position and a description of how this position fits into your long-term career plan.
SEIU is an Equal Opportunity Employer

Apply Here: http://www.Click2apply.net/t9mk5qw4d

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SEIU
Union Organizer-in-Training / Public Sector Campaigns
San Jose, CA
We are seeking energetic and passionate individuals interested in starting social justice careers in labor organizing.
For 100 years, SEIU has been helping workers stand up for their rights, fighting for dignity, respect and better conditions in workplaces and communities. With a membership 2.1 million strong, SEIU is the fastest-growing union in the United States and our diverse leaders and staff support workers as they speak out for good jobs and better lives for themselves and their families.
The SEIU Organizer-in-Training (OIT) Program is a 12-month training program. As an Organizer-in-Training with the SEIU, you will be assigned to organizing campaigns, trained on the fundamentals of union organizing and will have the opportunity to learn the skills needed to help workers build power in the workplace.

Key Responsibilities:

• Conducting broad and intensive outreach efforts to non-union workers.
• Building one-on-one relationships with workers.

Posted: 12-7-2016
• Identifying, recruiting and developing worker leaders.
• Conducting individual and group meetings with workers to move organizing campaigns forward.
• Engaging, motivating and mobilizing workers to take action.
• Planning and carrying out actions and events to support worker organizing efforts.

Required Qualifications:

• Demonstrated commitment to social and economic justice.
• Ability and willingness to work long and irregular hours, including nights and weekends.
• Excellent listening, oral and written communication skills.
• Basic computer literacy and ability to learn the organization's technology tools.
• Ability to work independently as well as with a team.
• Willingness to conduct work site and home visits.
• Strong planning, time-management and problem-solving skills.
• Willingness to work with people from diverse cultures and backgrounds.
• Possession of a valid U.S. driver's license, proof of auto insurance, and an automobile for business use.
• Fluency in English/Spanish a plus (not required).
• Ability and willingness to travel on a frequent basis within California is required.
• If offered an Organizer-in-Training position, you will be required to relocate to San Jose, CA. Relocation costs are not covered by SEIU.

Compensation:

• Salary and benefits are set by collective bargaining agreement. Salary is $38,764/annual and benefits include fully employer-paid health benefits package, $570/month car allowance, $60/month cell phone allowance, and other benefits outlined in the policies of SEIU and the staff union contract. This is a full-time, salaried, over-time exempt position.

Application Requirements:
A cover letter is required for all applications. Your cover letter should explain your reason for wanting to work for SEIU, an example of how you demonstrated success in a similar position and a description of how this position fits into your long-term career plan.
SEIU is an Equal Opportunity Employer

Apply Here: http://www.Click2apply.net/mvp3dd44kb

Posted: 12-7-2016

EMPLOYER: Common Cause
805 Fifteenth Street, NW, Suite 800
Washington, DC 20005
www.commoncause.org

DEPARTMENT: Development
POSITION AVAILABLE: Engagement and Fundraising Specialist—Position Located in Washington, DC

ESSENTIAL FUNCTIONS: Do you want to work at the intersection of politics, citizen activism, and fundraising? Are you interested in a rapidly expanding organization that is changing the way people think and talk about democracy?

We seek an experienced development professional to help us expand our political and organizational footprint. The ideal candidate will have a background in fundraising as well as politics, democracy reform, or both. He or she will be responsible for working with the development team to create and execute a plan to drive annual operating and issue campaign fundraising.

RESPONSIBILITIES: The Engagement and Fundraising Specialist is responsible for creating and executing a plan that includes but is not limited to securing new sources of funding from major donors, generating strategies, timelines, and clear goals for moving current donors through the development engagement cycle, and supporting national fundraising events as well as regional events such as state galas and symposia. He or she will:

- Be part of a dynamic team committed to reshaping the political landscape in America.
- Be a key liaison to a network of donors, advising them on giving strategy and tying donations to advocacy on the most politically important issues in American politics. Some of those issues are campaign finance reform, voting rights, and the defense of an open internet.
- Be charged with securing new funding sources from nonpartisan, political and philanthropic communities.
- Be part of a national development team charged with raising the requisite 501(c) 3 and 501(c) 4 financial goals on an annual basis.

Specific responsibilities include:

- Working with the development staff, the President, national program staff, state-based staff, and National Governing Board to create a development strategy that maps out national objectives and sets plans to meet or exceed long term fundraising goals;
- Working closely with development staff to manage significant donor relationships;
- Meeting and communicating regularly with Common Cause members in the DC area;
- Occasional travel to target states to meet with prospective and existing donors;
- Increasing the financial support of current donors to Common Cause;
- Mapping out the social networks of our supporters to better understand Common Cause’s base of support and identify areas of growth;
- Planning and implementing high impact donor and prospect events in target areas;
- Coordinating with other development staff, communications and digital departments on donor stewardship and recognition activities.
including acknowledgements, special events, mailings of donor updates and report and delivery of donor benefits.

- Working cross-functionally to involve donors in building the organization’s political strength.
- Working with development staff, state leadership, and the President to increase donor participation in Common Cause’s planned giving program.

**QUALIFICATIONS:**

The ideal candidate will possess the following abilities:

- Proven track record as an individual major-gifts fundraiser (for gifts of $1,000+);
- A minimum of 5-6 years working in progressively responsible positions for a non-profit, advocacy or political organization or campaign;
- Superb communications skills – verbal and written;
- Engaging and eager to work with leaders and staff, able to build and cultivate relationships with a broad range of activists, leaders, and community contacts;
- Comfortable working with top-level business, philanthropic, and civic leaders;
- Highly organized, able to prioritize multiple tasks and deadlines;
- Eager to work both independently and collaboratively in a fast-paced, team-oriented, and goal-driven environment;
- Outgoing and positive attitude;
- Experience managing fundraising events;
- A strong commitment to Common Cause mission, especially our nonpartisan approach to helping citizens participate in democracy and hold power accountable.
- Ability to clearly communicate Common Cause positions on policy matters.
- Exceptionally talented career changers with clearly transferable skills will be considered.

**FLSA STATUS:**

**EXEMPT**

**TO APPLY:** Please submit resume, cover letter and salary requirements to Director of Human Resources at hr@commoncause.org and include **Engagement and Fundraising Specialist–WASHINGTON DC** in the subject line; or fax to 202.355.7546. No phone calls please. Applicants are encouraged to apply as soon as possible.

**ABOUT COMMON CAUSE:**

Common Cause is a nonpartisan, grassroots organization dedicated to restoring core values of American Democracy, reinventing an open, honest, and accountable government that works for the public interest, and empowering ordinary people to make their voices heard.

Founded 45 years ago, Common Cause has 625,000 members and supporters, and chapters in 35 states around the country. At the national and state level, Common Cause is actively engaged in defending and advancing the core values of our democracy, which include politics not dominated by money, full access to voting and fair elections, economic opportunity for all, an ethical and accountable government, and an open and democratic media. More information can be found at: www.commoncause.org.

*Common Cause is an equal opportunity employer and does not discriminate based on race, creed, color, religion, ethnicity, national origin, party or political affiliation, sex, sexual orientation,*
SEIU
Union Organizer-in-Training / Higher Education Campaign
Harrisburg, PA
We are seeking energetic and passionate individuals interested in starting social justice careers in labor organizing.
For 100 years, SEIU has been helping workers stand up for their rights, fighting for dignity, respect and better conditions in workplaces and communities. With a membership 2.1 million strong, SEIU is the fastest-growing union in the United States and our diverse leaders and staff support workers as they speak out for good jobs and better lives for themselves and their families.
The SEIU Organizer-in-Training (OIT) Program is a 12-month training program. As an Organizer-in-Training with the SEIU, you will be assigned to organizing campaigns, trained on the fundamentals of union organizing and will have the opportunity to learn the skills needed to help workers build power in the workplace.
Key Responsibilities:

- Conducting broad and intensive outreach efforts to non-union workers.
- Building one-on-one relationships with workers.
- Identifying, recruiting and developing worker leaders.
- Conducting individual and group meetings with workers to move organizing campaigns forward.
- Engaging, motivating and mobilizing workers to take action.
- Planning and carrying out actions and events to support worker organizing efforts.

Required Qualifications:

- Demonstrated commitment to social and economic justice.
- Ability and willingness to work long and irregular hours, including nights and weekends.
- Excellent listening, oral and written communication skills.
- Basic computer literacy and ability to learn the organization's technology tools.
- Ability to work independently as well as with a team.
- Willingness to conduct work site and home visits.
- Strong planning, time-management and problem-solving skills.
- Willingness to work with people from diverse cultures and backgrounds.
- Possession of a valid U.S. driver's license, proof of auto insurance, and an automobile for business use.
- Ability and willingness to travel on a frequent basis within Connecticut is required.
- If offered an Organizer-in-Training position, you will be required to relocate to Harrisburg, PA. Relocation costs are not covered by SEIU.

Compensation:
Salary and benefits are set by collective bargaining agreement. Salary is $38,764/annual and benefits include fully employer-paid health benefits package, $570/month car allowance, $60/month cell phone allowance, and other benefits outlined in the policies of SEIU and the staff union contract. This is a full-time, salaried, over-time exempt position.

**Application Requirements:**
A cover letter is required for all applications. Your cover letter should explain your reason for wanting to work for SEIU, an example of how you demonstrated success in a similar position and a description of how this position fits into your long-term career plan.

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Apply Here: [http://www.Click2apply.net/f64nhhvhx6](http://www.Click2apply.net/f64nhhvhx6)

SEIU (Service Employees International Union)

**Job Title:** Operations Manager (Union Organizing ) **Grade:** MGT C

**Location:** Washington, D.C.

**Purpose of Position:**
The Operations Manager is responsible for a broad range of financial and administrative functions for the National Organizing Department including managing subsidies for campaigns, tracking campaign budgets and expenses, and handling logistics for meetings and travel.

**Principle Duties and Responsibilities:** Perform a wide range of duties assigned by the International Union, including but not limited to the following:

- In support of the organizing program, provides financial management to the campaign including monthly reports on the organizing campaign budget, spending, and analysis.
- Manages budgets for organizing field campaigns, processes monthly subsidies, tracks city campaign expenses, and other campaign expenses.
- Tracks information on organizing campaign budgets, spending, and city reporting.
- Provides guidance and best practices for campaign budgets and reporting.
- Provides administrative support to various staff on the team.
- Develops and maintains systems to track and store critical information related to the campaigns.
- Provides logistical support to the department for staff meetings, key events, and assists campaigns with booking local travel.
- Performs other duties as assigned in support of the work of the department.

**Contacts:**
Includes SEIU staff, affiliate staff, local union officials, organizing field staff and other coalitions.

**Direction and Decision Making:**
This position reports to the Organizing Operations Manager and works closely with the Field Campaign Director.

**Education and Experience:**
Graduations from an accredited four year college or university with a bachelor's degree or equivalent experience required. At least three (3) years' experience working with financial data, logistics, or organizing campaigns. Labor movement experience is desirable. Or combinations of educations and experience that would provide for the following knowledge, skills and abilities

- Knowledge of labor unions and organizing campaigns.
- Ability to communicate effectively, both orally and in writing with leaders, staff and vendors.
- Ability to create and analyze financial reports.
- Thorough knowledge of standard financial practices.
- Knowledge and understanding of SEIU's travel and expense policies.
- Thorough knowledge of Microsoft Office software and SEIU Financial software.
- Ability to work in a team
- Ability to work independently, with minimum supervision to accomplish goals and objectives.
- Ability to use a high level of judgment and demonstrate leadership qualities.
- Ability to handle multiple projects simultaneously.
- Ability to work independently and develop and maintain relationships with all levels of staff both headquarters and field.
- Must have excellent interpersonal skills, with the ability to work with diverse groups of people, with patience and flexibility.
- Must be detailed oriented, self-motivated, and self-reliant, with the ability to be flexible and take initiative while performing well within a team.
- Demonstrated ability to independently manage own work and the work of others.
- Skill in the use of personal computer including software for tracking budgets and disbursements
- Ability to develop, monitor and control budget

**Physical Requirements:**
Work is generally performed in an office setting. Long and extended hours and travel required.

**Application Requirements:**
A resume and cover letter are required for all applications. Your cover letter should explain your reason for wanting to work for SEIU, an example of how you demonstrated success in a similar position and a description of how this position fits into your long-term career plan.

**Benefits:**
SEIU staff enjoy top notch benefits including comprehensive health benefits, major medical, dental and vision for employee and eligible dependents, domestic partner benefits, competitive salaries, generous holidays and vacation policies, and both a pension plan and a 401(K) Plan.

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Apply Here: [http://www.Click2apply.net/bt57sth8df](http://www.Click2apply.net/bt57sth8df)

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Posted: 12-7-2016
SEIU (Service Employees International Union)
Job Title: Deputy Policy Director (Public Services) Grade: MGT E
Location: Washington, D.C.

Purpose:
The Deputy Policy Director plans, develops, and implements the International's public policy positions and proposals in assigned issue areas under the direction of the Policy Director and in close coordination with SEIU Divisions, other International Union departments and Local Unions.

PRIMARY RESPONSIBILITIES: (Any one position may not include all of the specific duties and responsibilities listed. Examples provide a general summary of the work required and should not be treated as a total and complete list of expected duties to be performed by employees in the classification.)

Principal Duties and Responsibilities

- Work with officers, Division leaders and senior staff to develop public policy positions, proposals, publications and strategies related to legislation and regulation (federal, state, and/or local) on issues of importance to publicly funded workers – including wages and working conditions; public sector labor rights/collective bargaining; public budgets; taxation and revenue; early learning; higher education; and other relevant issues that advance SEIU's mission to improve the lives of working people.

- Direct, review and develop analysis, testimony, correspondence and other materials on the International's federal, state and local public policy positions and proposals, ensuring timely and high quality products.

- Directly advocate and coordinate advocacy with key federal, state and local government agencies and representatives as part of our Government Relations program.

- Develop and present the International's positions and proposals before SEIU conferences, government groups, national commissions and public forums and before the media around the country.

- Develop relationships with strategic partners, including within the labor movement, to drive a common agenda.

- Represent SEIU and the labor movement on critical public policy issues in the federal, state and local context.

- Work closely with the other teams in the Government Relations Department and with senior staff in other Divisions and departments of the union.

- Manage professional and clerical staff and coordinate with staff in Divisions and other International Union departments who do policy-related work.

- Perform other duties as assigned.

Contacts:
Include SEIU International and Local Union leaders, officers and staff; state, local and/or federal elected and government officials and their staffs; leaders and staff of allied organizations; and academics and other experts in public policy issues.

Direction and Decision Making:
This position reports to the Policy Director and works independently.

Education and Experience:
Graduation from an accredited four-year college or university with a bachelor’s degree (master’s degree or juris doctorate preferred) in public administration, labor relations, economics, political science or a related field. In addition, at least three (3) years of supervisory experience and (5) years of work-related experience in policy analysis, including issue development in an organizing, advocacy, or political context, or a combination of education and experience that would provide for the following knowledge, skills and abilities:

- Knowledge of unions and other advocacy groups.
- Extensive understanding of policy issues important to publicly funded workers, including the various federal, state and/or local laws and regulations governing wages and working conditions, public sector labor rights/collective bargaining, public budgets, taxation and revenue, early learning, higher education, and/or other related issues.
- Experience and demonstrated facility with policy analysis and issue development.
- Ability to develop strategy and to lead complex national campaigns that require coordination of the work of multiple departments, disciplines and external allies.
- Ability to monitor economic trends relevant to workers at the federal, state and local level.
- Ability to analyze data and make sound, logical conclusions and develop strategy.
- Ability to recruit, manage and develop staff.
- Ability to communicate effectively, both orally and in writing
- Ability to make presentations.
- Skill in the use of personal computer and associated software used to perform analysis.

**Physical Requirements:**
Work is generally performed in an office setting. Long and extended hours and travel may be required.

**Application Requirements:**
A resume and cover letter are required for all applications. Your cover letter should explain your reason for wanting to work for SEIU, an example of how you demonstrated success in a similar position and a description of how this position fits into your long-term career plan.

**Benefits:**
SEIU staff enjoy top notch benefits including comprehensive health benefits, major medical, dental and vision for employee and eligible dependents, domestic partner benefits, competitive salaries, generous holidays and vacation policies, and both a pension plan and a 401(K) Plan.

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**Americans for Responsible Solutions Seeks Communications Director**

Posted: 11-30-2016
Americans for Responsible Solutions (ARS) and Americans for Responsible Solutions PAC (ARS PAC), the national gun violence prevention organization founded by former Congresswoman Gabrielle Giffords and Navy combat veteran and retired NASA astronaut Captain Mark Kelly, seeks an experienced communications professional to serve as Communications Director.

**Summary**

Reporting to the Executive Director, the Communications Director serves as a member of the organization’s senior leadership team and is responsible for the development and execution of the organization’s day-to-day and long-term communications plan that 1) situates ARS to advance the gun violence prevention agenda nationally and in key states and 2) advances the organization’s policy and political goals with clearly defined constituencies. The Communications Director will also contribute to the organization’s overall strategic planning and serve as an advisor to the organization’s Executive Director and Co-Founders.

**Responsibilities**

**Communications Strategy & Leadership**

- Develop and implement an integrated strategic communications plan to 1) situate ARS to advance the gun violence prevention agenda nationally and in key states and 2) advance the organization’s policy and political goals with clearly defined constituencies;
- Identify challenges and emerging issues faced by the organization. Work with leadership team and staff to recognize internal and external communications opportunities and solutions, and define and execute appropriate strategies to support them.

**Communications Operations**

- Execute a day-to-day and long-term communications plan and oversee the day-to-day operations of the communications department;
- Maintain consistency of the organization’s message and priorities across earned, owned, and social media channels;
- Be responsible for the production of external and internal-facing communications materials, including but not limited to: press releases, statements, op-eds, speeches, press memos, internal message guidance, briefing memos, video scripts, and social media content;
- Oversee all digital communications, with the exception of online fundraising, for ARS and its Co-Founders, including management of the ARS website;
- Serve as an on-the-record spokesperson for the organization and for Congresswoman Giffords and Captain Kelly;
- Conduct message and media trainings for ARS principals, staff, surrogates and allies;
- Maintain and expand ARS’ relationships with national and regional reporters and editors; assist with organizational promotion in key national, regional, and specialty media;
- Proactively identify opportunities to promote ARS and it Co-Founders, senior leadership and surrogates in national and regional media, and oversee the pitching ARS spokespersons to TV, radio, digital and web series on an ongoing basis;
- Staff and execute national and regional events with ARS principals; and,
Other duties as assigned.

**Staff Development & Management**

- Manage the organization's communications team, including two to four staff, plus consultants to support the development and execution of the communications strategy;
- Lead recruitment and hiring of communications staff; and,
- Establish and monitor communications staff performance and professional development goals, assign accountabilities, set objectives, establish priorities, and conduct annual performance reviews.

**Qualifications**

- A minimum of eight years of experience in communications, ideally individuals with broad and diverse professional experience, e.g. in politics, government/Congress, issue advocacy, public relations, public opinion, marketing and other public relations functions;
- Demonstrated experience and leadership in managing a comprehensive strategic communications, media relations, and marketing program to advance an organization's mission and goals;
- Demonstrated skill and comfort in supporting high-level principals; proactively building and maintaining relationships with top-tier reporters and editors; and successfully positioning subject matter with the media to achieve high-impact placements;
- Demonstrated success writing and editing a variety of communications media, including: speeches, press releases, op-eds, internal message guidance, fact sheets and other collateral, social media, website content, and video scripts;
- Experience in building, mentoring and coaching a communications team;
- Ability to operate as an effective tactical as well as strategic thinker while juggling tight deadlines and competing priorities;
- An ability and willingness to travel 25% of the time; and
- A passion for advancing responsible change that reduces gun violence.

The position is based in Washington, D.C. and reports to the Executive Director. Salary commensurate with experience and competitive benefits including medical, dental and a 401(k) are provided.

Americans for Responsible Solutions is proud to be an equal opportunity employer committed to assembling a diverse staff. Women, minorities, people with disabilities and veterans are strongly encouraged to apply.

**How to Apply**

To apply, please send a cover letter, a resume, examples of past on-the-record experience, and three recent writing samples no longer than 1,000 words each to jobs@responsiblesolutions.org under a subject line of “Communications Director.”

**About Americans for Responsible Solutions**
Americans for Responsible Solutions (ARS) and Americans for Responsible Solutions PAC (ARS PAC) were founded by former Congresswoman Gabby Giffords and her husband, Captain Mark Kelly, to reduce gun violence in communities across our country. ARS works to affect legislation, shape the national dialogue and reduce gun violence in our communities. ARS PAC works to elect candidates who show the political courage to stand up to the gun lobby, are passionate about preventing gun violence in our communities, and who commit to taking action once elected. To learn more, visit www.responsiblesolutions.org.

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Senator Mazie K. Hirono is seeking a press secretary/deputy communications director to lead press outreach and content creation in her Honolulu office. Working directly with the communications director, the press secretary/deputy communications director is the primary person responsible for day to day interaction with state media outlets. While the Senator is in Hawaii, the press secretary/deputy communications director organizes and executes media events, produces video and other digital content, prepares and distributes news releases, and conducts necessary follow up. He/she will be the primary media liaison for neighbor island media outlets and is responsible for responding to inquiries in a timely and professional manner.

The press secretary/deputy communications director will also be responsible for staffing the Senator at events in state and capturing video content from these events for distribution to television stations. He or she must also work closely with the Senator’s DC-based communications team and is expected to work closely with the Senator’s state director to accomplish tasks as needed.

Candidates interested in this position should submit a resume and cover letter to will_dempster@hirono.senate.gov

**TYPICAL JOB RESPONSIBILITIES:**

- Organizes and executes press events in conjunction with the State Director and appropriate state staff;
- Produces media kids, media advisories, and press releases for all of the Senator's public events in state;
- Develops background memos, talking points/Q&A for the Senator’s use during her public events in state;
- Works closely with DC legislative staff and Hawaii state staff to rollout policy initiatives and to ensure accuracy of all materials distributed by the Senator's office.
- Staff the Senator at her public events in state/coordinate interviews with the media at these events when required;
- Builds/maintains relationships with state media outlets/reporters and serves as the primary media liaison for neighbor island media.
- Serves as the primary liaison to ethnic media outlets throughout the state and is responsible for generating content submission opportunities on an ongoing basis;
- Builds strong relationships with radio stations and proactively identifies opportunities for the Senator to appear on air;
• Oversees social media alongside DC-based press secretary;
• Identifies opportunities for the Senator to contribute content to trade association publications and newsletters on an ongoing basis;
• Works closely with the DC-based communications team to produce content as needed while the Senate is in session;
• Reports the Senator’s position on relevant issues to the media;
• Writes speeches for the Senator;
• Records and edits video messages, news stories, documentaries and other digital media;
• Writes greeting messages and prepares certificates for in-state events;
• Implements goals and press strategy developed by senior staff.

OTHER SKILLS AND KNOWLEDGE REQUIRED:

• Strong oral and written communications skills;
• Professional telephone manner;
• Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
• Thoroughness and attention to detail;
• Exercise discretion and independent judgment in fulfillment of responsibilities;
• Ability to work long and unpredictable hours – including weekends and holidays as required;
• Professional-level skill and experience with the Adobe Creative Suite and Final Cut Pro;
• Significant on-the-record experience

Employer: Democratic Fundraising Firm

Position: Fundraising Assistant

A boutique Democratic fundraising firm is looking for a Fundraising Assistant for the 2018 Election Cycle. This is a full-time, salaried position that necessitates reliable access to a car and a commitment until November 2018. The firm specializes in grassroots and PAC fundraising for Members of the House Democratic Caucus and Candidates for Congress. Clients vary widely across seniority levels, geographical locations, and committee assignments.

Responsibilities:

Events – As the primary focus of the job, the Fundraising Assistant is involved in all aspects of planning, promoting, and staffing fundraising events for clients. This includes communicating with restaurants on menus and attendee numbers, as well as attending breakfasts and receptions to ensure a smooth event for Members of Congress and their guests. Prior to event days, the Fundraising Assistant will be expected to compile attendee lists, create name tags, and prepare all necessary materials for the fundraiser.

Contributions – The Fundraising Assistant is responsible for contributions received for campaigns. This includes collecting checks, processing contributions after events, maintaining and updating money trackers for each client, and distributing contributions to their respective campaigns. With a high volume of contributions, this requires exceptional organization and
attention to detail. It is the duty of the Fundraising Assistant to track and collect outstanding pledges in order to ensure that clients meet their quarterly goals.

Call time – The Fundraising Assistant is involved in producing materials for call time, as well as following up on calls to increase participation at fundraising events. If necessary, the Finance Assistant will be asked to staff call time. This requires a professional demeanor at all times and the ability to work closely with Members of Congress.

Qualifications:

This position is ideal for a candidate who is new to the fundraising world, who is willing to learn in a fast-paced environment, and who can be flexible with requests and responsibilities. Some finance experience is necessary, NGP, Excel and familiarity with PAC fundraising required.

If interested, please send your resume and references to: demfundraisingfirm@gmail.com

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SEIU (Service Employees International Union)
Job Title: Healthcare Program Coordinator I Grade: MGT C
Location: Washington, D.C. or New York, N.Y.
Purpose:
The Service Employees International Union (SEIU) is the largest union of healthcare workers in the US. The vision of SEIU Healthcare is a movement of healthcare workers united together to transform our healthcare system so that the health of our communities comes before corporate profits, racial and other disparities are eliminated, and everyone gains access to quality care. All healthcare workers should earn more than $15 per hour, have the chance to join a union, and have a real voice in building a more equitable and just healthcare system.

This position supports the engagement of engagement of SEIU locals in 29 states around this vision and our program to achieve it.

Primary Responsibilities:

(Any one position may not include all of the specific duties and responsibilities listed. Examples provide a general summary of the work required and should not be treated as a total and complete list of all expected duties to be performed by employees in the classification.)

· Provides support to the Division's leadership bodies. The Healthcare Division is governed by the SEIU Healthcare Division Leadership Board, which includes the elected leaders of all SEIU Healthcare Locals, and the SEIU Healthcare Executive Committee, which includes all of the SEIU Vice Presidents from Healthcare Locals. The Program Coordinator will assist the Division's leadership in the development of agendas and execution of these leadership meetings.

· Provides support to the Division's Industry Councils: SEIU Healthcare locals engage with the Division's program primarily through a set of Industry Councils, which include the Home Care Council, Nursing Home Council, and Health Systems Council. This position
will ensure coordination across the Councils with a focus on the Health Systems Council, where this position will develop agendas, help ensure successful meetings, and coordinate Council work between meetings.

- This position will play a supporting role in developing and implementing an internal communications strategy directed at SEIU Healthcare local leadership and staff.
- Assists with creating and directing the work of a committee of local union staff dedicated to driving the union's and Division's program in their locals.
- Serve as the single repository for information and data relating to Division locals for all other parts of the union.
- Perform other duties as required to support the department and its mission.

Contacts:
Include SEIU staff, elected leadership, local union leaders, International Union officers, staff of other unions, healthcare division leadership board members and officers, healthcare executive committee members and leaders, SEIU healthcare locals and the elected leaders.

Direction and Decision Making:
This position reports to the Deputy Division Director.

Education and Experience:
Bachelors degree with a minimum of five (5) relevant experience plus three (3) to five (5) years experience in labor unions or other progressive organizations, or a combination of experience and education that would provide the following knowledge, skills and abilities:

- Ability to communicate effectively in writing and orally; ability to make formal presentations and write advocacy papers.
- Ability to work with people from diverse backgrounds and cultures.
- Ability to develop and implement communications strategy.
- Possess a high level of judgement and discretion.
- Ability to work independently and approach problem solving in a proactive manner.
- Ability to work on a team, including collaboration on work projects and assignments.
- Ability to multi-task, establish and meet established deadlines.
- Strong computer skills including the suite of Microsoft Office products.
- Fluency in written and spoken Spanish desirable.
- Ability to effectively build and maintain relationships with staff, local leaders, and external contacts while working in complex and sometimes sensitive situations.
- Ability to direct the work of others in order to meet the mission of the division's work.

Physical Requirements:
Work is generally performed in an office setting. Long and extended hours and extensive travel required.

Application Requirements:
A resume and cover letter are required for all applications. Your cover letter should explain your reason for wanting to work for SEIU, an example of how you demonstrated success in a similar position and a description of how this position fits into your long-term career plan.
**Benefits:**
SEIU staff enjoy top-notch benefits including comprehensive health benefits, major medical, dental and vision for employees and eligible dependents, domestic partner benefits, competitive salaries, generous holidays and vacation policies, and both a pension plan and a 401(K) Plan.

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**SEIU (Service Employees International Union)**

**Job Title: Senior Campaign Communications Specialist Grade: PS-3**

**Location: Washington, D.C.**

**Summary:**
The Senior Campaign Communications Specialist is responsible for the development and implementation of communications plans for various campaigns including organizing, political action, bargaining, and other activities. May help lead local union communications staff and specialists in developing and coordinating public relations, media relations and general communications support for campaigns and other union projects.

**PRIMARY RESPONSIBILITIES:** (Any one position may not include all of the specific duties and responsibilities listed. Examples provide a general summary of the work required and should not be treated as a total and complete list of expected duties to be performed by employees in the classification.)

- Provides high-level strategy recommendations and assists in the development of strategies to improve the public image and visibility of SEIU and various locals.
- Develops, plans and directs communications strategies and calendars for various campaigns within the International and various locals.
- Writes op-eds, background pieces, fact sheets, press kit materials, leaflets and other collateral materials as needed for various campaigns.
- Assists various locals in the development and coordination of communications strategies for campaign projects.
- Writes talking points, statements, letters to the editor, copy for flyers, speeches and other written materials as needed.
- Develops and coordinates a network of local union communications representatives as needed for various campaigns. This coordination may include media training and other support.
- Provides support for International officers or local officers attending campaign or other events.
- Monitors media coverage of various campaigns, maintains clipping files, makes recommendations on ways to improve media coverage.

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Posted: 11-30-2016
· Provides background briefings for International and Local Union Officers, field staff and union members; coordinates event logistics and interviews (i.e. videography, still photography, advisories, news releases, stage-setting collateral, etc.)
· Develops and implements pro-active earned media outreach, as well as the targeting and placement of paid advertisements to support various campaigns and political action.
· Performs other duties as required to support the department and its mission.

Contacts:
Include SEIU staff and other experts on campaign communications issues.

Direction and Decision Making:
This position reports to an Assistant Director of Campaign Communications and the incumbent works independently.

Qualifications and Requirements:
· Bachelor of Arts degree in Communications, English or another related field and four (4) years of work experience in media relations, public affairs, or campaign communications including all aspects of literature production process. OR, a graduate degree with course work in communications or related field and two (2) years' experience in media relations, public affairs, or campaign communications including all aspects of literature production process.
· Thorough knowledge of labor movement or other advocacy organizations.
· Thorough knowledge of electronic and print media systems; knowledge of advertising techniques preferred.
· Knowledge of organizing and political campaign strategies preferred.
· Ability to perform pro-active media outreach, maintaining good working relationships with journalists, and generating positive media coverage.
· Ability to communicate effectively, both orally and in writing.
· Ability to take initiative and work independently.
· Ability to work with elected leaders and staff in complex and sometimes political situations.
· Ability to act and organize time with extreme independence.
· Ability to handle multiple "priority" projects simultaneously and meet established deadlines.
· Skilled in the use of personal computers including the Internet and MSOffice.
· Skilled in performing pro-active media outreach.
· Skilled in developing “Media Pitch” to various outside journalistic outlets.

Physical Requirements:
Work is generally performed in an office setting. Long and extended hours and travel may be required.
Probationary Period: 36 weeks.
Writing test and writing samples required.

Application Requirements:
A resume and cover letter are required for all applications. Your cover letter should explain your reason for wanting to work for SEIU, an example of how you demonstrated success in a similar position and a description of how this position fits into your long-term career plan.

**Benefits:**
SEIU staff enjoy top notch benefits including comprehensive health benefits, major medical, dental and vision for employee and eligible dependents, domestic partner benefits, competitive salaries, generous holidays and vacation policies, and both a pension plan and a 401(K) Plan.

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SEIU (Service Employees International Union)
Job Title: Communications Coordinator / Higher Education Campaign Grade: MGT D
Location: Washington, D.C.

Purpose:
Manages SEIU division communications and media work to support priorities for growth, to involve members and the public in achieving those growth goals, and to brand SEIU as the national and international union within the industry.

**PRIMARY RESPONSIBILITIES:** (Any one position may not include all of the specific duties and responsibilities listed. Examples provide a general summary of the work required and should not be treated as a total and complete list of expected duties to be performed by employees in the classification.)

Division Communications
  * Manages strategy and implementation of division communications.
  * Manages creation of division communications content.
  * Manages message development and work of pollsters.
  * Manages communications strategy for division growth and political/legislative/advocacy campaigns.
  * Manages communications with members of the division.
  * Manages communications with potential members of the division.
  * Manages external media relations strategy and implementation.
  * Provides spokesperson training for local leaders and members.
  * Manages speech writing and other visibility work for leadership.
  * Serves as a key contact for communications with allies and partners.
  * Manages campaign event communications – strategy, message, look and feel, materials, marketing, media outreach, event flow and agenda.
Directly supervises individuals on division communications team, including those in field campaigns.
Oversees work of communicators within locals in the division to ensure high quality standards, best practices, and consistency of message.
Local Capacity
Helps division identify locals that need to increase communications capacity to carry out division priorities.
Assists Director of Communications Training and Capacity in …
Developing plans for local union communications staff development.
Providing training for local communicators.
Recruiting local staff, and assisting local with evaluating and hiring candidates.
Ensuring high quality standards and best practices in all division, campaign, and member communications.

Management and Administration:
Helps manage the communications work for the division, including planning, budgeting, and project management, and coordinates with divisions, departments, and field on those issues.
Assists with vendor management for division communications work.
Helps prepare and monitor division communications budget, including budgets for division campaigns.
Recruits, reviews, and recommends hiring for division communications staff.
Directly responsible for retention of division communications staff, including training, feedback, reviews, skill and career development.
Performs other duties as assigned in support of the work of the department.

Contacts:
Must be able to represent the International Union with local leaders, members, staff, and outside organizations utilizing independent judgment and a high level of professionalism.
Interfaces with high level organizational and external contacts, including:
- SEIU officers, division leadership, International senior staff, project and program managers, field, political, and organizing directors, local union officers and staff.
- External: news media, politicians, government officials, partners and allies.
- Vendors: design and production companies, consultants, pollsters, freelancers, video and multi-media producers, advertising agencies.
Ensures that sophisticated choices are made about appropriate vendors and support services.

Direction and Decision Making:
Reports to the Assistant Director of Communications and works with extreme independence.
Must have demonstrated ability to manage own work and work of others without supervision.
Requires a high level of judgment and ability to take initiative and work independently.
Must use a high level of judgment and discretion in resolving problems within the Communications Department and throughout SEIU.
Must maintain a high level of confidentiality in handling SEIU affairs.
Must be able to work with International and local union elected leaders and senior staff in complex and sometimes politically sensitive situations.
Must be able to act and organize time with extreme independence.
Must be able to handle multiple “priority” projects simultaneously and set and meet deadlines, and ensure that staff team does the same.

Education and Experience:
Bachelors degree in communications or related field. Five to eight years of related work experience.
Applicants must be able to demonstrate the following knowledge, skills and abilities:
- Experience developing and implementing strategy on a wide range of campaigns, including organizing, contract, political, and legislative, as well as experience working with community allies.
- Thorough knowledge of media relations strategies.
- Thorough knowledge of electronic and print media systems. Knowledge of advertising techniques and familiarity with all aspects of literature, audiovisual, and online production process required.
- Excellent writing, verbal, and analytical skills.
- Demonstrated capacity to continuously develop knowledge and skills related to use of rapidly changing technology.
- Knowledge of unions or other advocacy organizations.
- Skill in the use of personal computer including Microsoft Office Suite.

Physical Requirements:
Work is generally performed in an office setting, but job may require work in the field or in other settings to perform the tasks required to complete assignments. Must be available for frequent travel with overnight stays. Long and irregular hours.

Application Requirements:
A resume and cover letter are required for all applications. Your cover letter should explain your reason for wanting to work for SEIU, an example of how you demonstrated success in a similar position and a description of how this position fits into your long-term career plan.

Benefits:
SEIU staff enjoy top notch benefits including comprehensive health benefits, major medical, dental and vision for employee and eligible dependents, domestic partner benefits, competitive salaries, generous holidays and vacation policies, and both a pension plan and a 401(K) Plan.

SEIU is an Equal Opportunity Employer.

Apply Here: [http://www.Click2apply.net/vktsdgj365](http://www.Click2apply.net/vktsdgj365)
SEIU Local 503 (Service Employees International Union)
Job Title: Public Sector Director
Location: Portland, OR
Oregon's union of 65,000 care providers, public and non-profit workers is conducting a search for candidates for two staff leadership positions. We're leading the fight for a just and vibrant society for all Oregonians, and are committed to building a 21st century union. We seek highly experienced, dynamic leaders who will work with talented member leaders and staff to conduct external and internal organizing campaigns.

Public Sector Director: Responsible for coordinating the bargaining, internal organizing, political activism, and leadership development work of the union's public sector and non-profit workers.

Eligible applicants should have: ten or more years of union organizing experience; demonstrated success as a supervisor, including training and developing staff and a history of holding staff, leaders, and self accountable to high standards of performance; the ability to work effectively with other departments within the union and with minimal supervision; and a demonstrated commitment to organizational equity and inclusion. This position is part of the union's senior staff team.

Application Requirements:
A resume and cover letter are required for all applications. Your cover letter should explain your reason for wanting to work for us, an example of how you demonstrated success in a similar position and a description of how this position fits into your long-term career plan.

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SEIU is an Equal Opportunity Employer.

Apply Here: [http://www.Click2apply.net/mgvbrnbby4](http://www.Click2apply.net/mgvbrnbby4)
leaders who will work with talented member leaders and staff to conduct external and internal organizing campaigns.

**Organizing Director**: Responsible for coordinating comprehensive new-organizing campaigns focused on private and public sector workers. Applicants should have experience waging campaigns utilizing worker, political, regulatory, and community components.

Eligible applicants should have: ten or more years of union organizing experience; demonstrated success as a supervisor, including training and developing staff and a history of holding staff, leaders, and self accountable to high standards of performance; the ability to work effectively with other departments within the union and with minimal supervision; and a demonstrated commitment to organizational equity and inclusion. This position is part of the union's senior staff team.

**Application Requirements:**

A resume and cover letter are required for all applications. Your cover letter should explain your reason for wanting to work for us, an example of how you demonstrated success in a similar position and a description of how this position fits into your long-term career plan.

*SEIU is an Equal Opportunity Employer.*

Apply Here: [http://www.Click2apply.net/t268445zhx](http://www.Click2apply.net/t268445zhx)

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**Position**: Principal, Public and Political Leadership  
**Status**: Full Time, Exempt  
**Location**: Minnesota (Twin Cities preferred; must have easy access to Saint Paul/Minneapolis)  
**Deadline**: Open Until Filled (Resume review will begin January 3rd)

With 80,000 alumni and 350 partner organizations in all 50 states, Wellstone is the progressive movement's premier center for public and political leadership development, supporting frontline organizations, activists, candidates, and campaigners across the country.
Headquartered in Minnesota, with staff and trainers anchored across the nation, we bring the hard skills and necessary strategies that help progressives build stronger organizations and run smarter campaigns to win immediate change and build enduring governing power. Founded in 2003, Wellstone ignites leadership in people and power in communities in win change in the progressive tradition of Paul and Sheila Wellstone.

Overview
In this Principal role as part of Wellstone’s Public and Political Leadership team, you will work with leadership and staff of frontline progressive organizations, candidates, and campaign operatives in Minnesota to help them address representation gaps across the progressive infrastructure, run winning electoral campaigns, and achieve bold progressive policy outcomes. Your work will include:

- **Changing the Choices and Investing in Leadership** - where we work with partners to build integrated operative, organizer, and candidate pipelines - developing their capacity to identify, recruit, and develop progressive leaders; close power and representation gaps for young people, people of color, women, and LGBTQ communities, among others; and move leaders to develop collective governing power with the communities that they represent;
- **Winning with Conviction** - where we train candidates and campaign operatives to run strategic, authentic, and values-based electoral campaigns;
- **Governing as a Progressive** - where we train elected leaders to govern as progressive champions.

You’ll be joining a highly strategic, results-driven, and good-humored organization that cares as much about our people as we do about the work (you know: a lot).

**Primary Responsibilities**

1. **Growing and Deepening our Partner Relationships in Minnesota**
   - Serve as Wellstone’s primary point of contact to Minnesota’s progressive infrastructure and community-based partners; learn and understand their perspective; build credibility and ensure they see you as a trusted partner (not a vendor)
   - Proactively identify and create new partnership opportunities

2. **Delivering Partner Impact**
   - Develop a deep understanding of the political and organizational landscape in Minnesota
   - along with our partners’ structure, capacity, and short- and long-term goals for leadership development
   - Work with a coalition of Minnesota progressive organizations, managing the planning and implementation of a collective public and political leadership pipeline project. As project lead and manager, responsibilities will include:
     - Delivering strategic guidance and facilitation for partner organizations and stakeholder coalitions
     - Identifying overall program goals, creating a project plan, and driving overall project outcomes
     - Managing partner meetings and communications
     - Managing participant identification/recruitment and data collection and ensuring an effective evaluation process for trainings and measuring overall project success
• Work with our Minnesota-based partners to provide facilitation, strategic guidance, and training support for their work around leadership development, electoral and issue advocacy campaigns, organizational capacity-building, and training programs
• Provide impactful facilitation, customized training and technical assistance, and thought partnership to support our partners in achieving their goals
• Write and develop excellent curriculum, facilitation guides, and training materials/overall content
• Execute project and budget management goals excellently, on time, in accordance with mutually negotiated expectations

3. Leading, Developing, and Collaborating with Teams
• Assemble and manage training teams for customized trainings or projects, including prepping and evaluating trainers both within and outside of Wellstone
• Collaborate with the Operations team to track contracts/MOU s and relevant program expenses
• Work with Communications and Development teams to report on program outcomes and help tell the stories of our alumni and partners
• Work with Movement Building and Movement Technology teams to coordinate relevant Wellstone training resources across our bodies of work to support our Minnesota partners
• Work with Program Manager, providing curriculum development support, serving as a lead trainer, and managing adjunct training teams for Camp Wellstone (within and outside of Minnesota)

Required Qualifications
Who You Are:
• Approach
  o Strong self-initiative and the ability to work independently; able to own significant projects and follow through to completion without heavy day-to-day supervision
  o Committed to progressive, inclusive leadership, including valuing and prioritizing work with diverse coalitions and communities
  o Highly relational, with a strong belief in the importance of relationship-building for success, both internally and externally
  o Thoughtful, strategic leadership combined with energy to do the day-to-day work of program
  o delivery
  o Tenacious and flexible, with a “getting to yes” attitude and a propensity for working through roadblocks and achieving your goals
  o High standards and peak performance – a drive toward ambition and delivering excellent work, including the ability to manage and successfully execute multiple projects simultaneously
  o Openness to giving and receiving feedback for continuous learning, evolution, and improvement - you’re committed to building your own skills as well as building the skills and capacity of your colleagues
  o Deep and demonstrated commitment to racial, social, economic, and gender justice
  o A great sense of humor – we’re serious about not taking ourselves too seriously
• Experience and Skills
  o 5-7 years of combined experience in electoral, organizing, and/or advocacy work
Dynamic training and facilitation skills, including agenda design, curriculum design, and written resource development

Direct experience developing programs, including planning, budgeting, and financial management

Excellent verbal, written, and interpersonal communications skills

Demonstrated entrepreneurialism, innovation, and creativity: having imagined and built something new in the world

Willingness to work non-standard hours, including weekends, and travel when required

Compensation and Benefits
Compensation for this position is competitive and includes a comprehensive benefits package with excellent health/dental/life/disability insurance; flexible working hours; exceptionally generous paid time off; 401k retirement benefits; FSA enrollment; and more.

Wellstone offers a lively and highly rewarding environment. We are headquartered in Saint Paul, MN, and this position is based in Minnesota. If you are applying from outside of Minnesota and you are selected for this position, relocation assistance will be available.

Application Deadline
This position is open until filled. We will begin application review on January 3rd, 2017. Please email your letter of interest and resume to hiring@wellstone.org. Please be sure to specify “Minnesota Principal, Public and Political Leadership” in the subject line.

Wellstone is an equal opportunity employer. We actively encourage people of color, Native American people, women, LGBTQ people, and other underrepresented and marginalized communities to apply for these positions and all positions at Wellstone. For more about our work building the world where “we all do better when we all do better,” check us out at www.wellstone.org

Position: Principal, Public and Political Leadership
Status: Full Time, Exempt
Location: Anywhere in the United States convenient to regular travel
Deadline: Open Until Filled (Resume review will begin January 3rd)

With 80,000 alumni and 350 partner organizations in all 50 states, Wellstone is the progressive movement's premier center for public and political leadership development, supporting frontline organizations, activists, candidates, and campaigners across the country.
Headquartered in Minnesota, with staff and trainers anchored across the nation, we bring the hard skills and necessary strategies that help progressives build stronger organizations and run smarter campaigns to win immediate change and build enduring governing power. Founded in 2003, Wellstone ignites leadership in people and power in communities in win change in the progressive tradition of Paul and Sheila Wellstone.

Overview
In this Principal role as part of Wellstone’s Public and Political Leadership team, you will work with leadership and staff of frontline progressive organizations, candidates, and campaign operatives to help them address representation gaps across the progressive infrastructure, run winning electoral campaigns, and achieve bold progressive policy outcomes. Your work will include:

- Changing the Choices and Investing in Leadership - where we work with partners to build integrated operative, organizer, and candidate pipelines - developing their capacity to identify, recruit, and develop progressive leaders; close power and representation gaps for young people, people of color, women, and LGBTQ communities, among others; and move leaders to develop collective governing power with the communities that they represent;
- Winning with Conviction - where we train candidates and campaign operatives to run strategic, authentic, and values-based electoral campaigns;
- Governing as a Progressive - where we train elected leaders to govern as progressive champions.

You’ll be joining a highly strategic, results-driven, and good-humored organization that cares as much about our people as we do about the work (you know: a lot).

Primary Responsibilities
1. Growing and Deepening our Partner Relationships
   - Serve as primary point of contact for a set of partners; learn and understand their perspective; build credibility and ensure they see you as a trusted partner (not a vendor)
   - Proactively identify and create new partnership opportunities

2. Delivering Partner Impact
   - Develop a deep understanding of our partners’ structure, capacity, and short- and long-term goals around their electoral, civic engagement, issue advocacy, and/or capacity-building and training programs
   - Provide impactful, customized training and technical assistance and thought partnership to support our partners in achieving their goals
   - Write and develop excellent curriculum, facilitation guides, and training materials/overall content
   - Deliver strategic guidance and facilitation with partner organizations and stakeholder coalitions
   - Execute project and budget management goals excellently, on time, in accordance with mutually negotiated expectations

3. Leading, Developing, and Collaborating with Teams
   - Assemble and manage training teams for customized trainings or projects, including prepping and evaluating trainers both within and outside of Wellstone
- Collaborate with the Operations team to track contracts/MOUs and relevant program expenses
- Work with Communications and Development teams to report on program outcomes and help tell the stories of our alumni and partners
- Work with Movement Building and Movement Technology teams to coordinate relevant Wellstone training resources across our bodies of work to support our Minnesota partners
- Work with Program Manager, providing curriculum development support, serving as a lead trainer, and managing adjunct training teams for Camp Wellstone (within and outside of Minnesota)

4. Ensuring Necessary Funding to Meet Impact and Revenue Goals
- Develop budgets in conjunction with your Program Director to meet program priorities and generate earned income and other financial resources to support our impact goals
- Develop program proposals and scope out the full cost of the work
- Conduct funder meetings and collaborate in managing funder or sponsor relationships

Required Qualifications
Who You Are:
- **Approach**
  - Strong self-initiative and the ability to work independently; able to own significant projects and follow through to completion without heavy day-to-day supervision
  - Committed to progressive, inclusive leadership, including valuing and prioritizing work with diverse coalitions and communities
  - Highly relational, with a strong belief in the importance of relationship-building for success, both internally and externally
  - Thoughtful, strategic leadership combined with energy to do the day-to-day work of program delivery
  - Tenacious and flexible, with a “getting to yes” attitude and a propensity for working through roadblocks and achieving your goals
  - High standards and peak performance – a drive toward ambition and delivering excellent work, including the ability to manage and successfully execute multiple projects simultaneously
  - Openness to giving and receiving feedback for continuous learning, evolution, and improvement - you’re committed to building your own skills as well as building the skills and capacity of your colleagues
  - Deep and demonstrated commitment to racial, social, economic, and gender justice
  - A great sense of humor – we’re serious about not taking ourselves too seriously

- **Experience and Skills**
  - 5-7 years of combined experience in electoral, organizing, and/or advocacy work
  - Dynamic training and facilitation skills, including agenda design, curriculum design, and written resource development
  - Direct experience developing programs, including planning, budgeting, and financial management
  - Excellent verbal, written, and interpersonal communications skills
  - Demonstrated entrepreneurialism, innovation, and creativity: having imagined and built something new in the world
- Willingness to work non-standard hours, including weekends, and travel when required

**Compensation and Benefits**
Compensation for this position is competitive and includes a comprehensive benefits package with excellent health/dental/life/disability insurance; flexible working hours; exceptionally generous paid time off; 401k retirement benefits; FSA enrollment; and more. Wellstone offers a lively and highly rewarding working environment and we are headquartered in Saint Paul, MN.

**Application Deadline**
This position is open until filled. We will begin application review on January 3rd, 2017. Please email your letter of interest and resume to hiring@wellstone.org. Please be sure to specify “Principal, Public and Political Leadership” in the subject line.

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**Position:** Director, Public and Political Leadership  
**Status:** Full Time, Exempt  
**Location:** Anywhere in the United States convenient to regular travel  
**Deadline:** Open Until Filled (Resume review will begin January 3rd)

With 80,000 alumni and 350 partner organizations in all 50 states, Wellstone is the progressive movement’s premier center for public and political leadership development, supporting frontline organizations, activists, candidates, and campaigners across the country.

Headquartered in Minnesota, with staff and trainers anchored across the nation, we bring the hard skills and necessary strategies that help progressives build stronger organizations and run smarter campaigns to win immediate change and build enduring governing power. Founded in 2003, Wellstone ignites leadership in people and power in communities in win change in the progressive tradition of Paul and Sheila Wellstone.

**Overview**
As Director of Wellstone’s Public and Political Leadership program, you will manage a team of Principals, Program Managers, and Program Assistants to work with leadership and staff of frontline progressive organizations, candidates, and campaign operatives and help them address representation gaps across the progressive infrastructure, run winning electoral campaigns, and achieve bold progressive policy outcomes.
Your work will include:

- **Changing the Choices and Investing in Leadership** - where we work with partners to build integrated operative, organizer, and candidate pipelines - developing their capacity to identify, recruit, and develop progressive leaders; close power and representation gaps for young people, people of color, women, and LGBTQ communities, among others; and move leaders to develop collective governing power with the communities that they represent;
- **Winning with Conviction** - where we train candidates and campaign operatives to run strategic, authentic, and values-based electoral campaigns;
- **Governing as a Progressive** - where we train elected leaders to govern as progressive champions.

This is a senior leadership position. You will report to the Vice President of Impact and External Affairs and serve on the program leadership team along with Wellstone’s Director of Movement Building and our Director of Movement Technology. And you'll be joining a highly strategic, results-driven, and good-humored organization that cares as much about our people as we do about the work (you know: a lot).

**Primary Responsibilities**

1. **Program Leadership** - Manage a high-performing team where all staff have what they need to succeed and deliver excellent results.
   - Set the vision and strategic direction of the public and political leadership program work, in collaboration with the VP of Impact and External Affairs
   - Develop goals, budgets, and plans that meet strategic objectives and ensure ongoing evaluation, learning, and improvement towards greater programmatic excellence
   - Manage the Political Leadership Principals to ensure strong day-to-day operations, guiding troubleshooting, staffing, budgeting and other program questions
   - Manage program team administrative staff and co-manage program manager to ensure support, guide troubleshooting, and maximize these roles in the implementation of overall support to senior program team staff
   - Attract, hire, develop and retain great people, and give clear and actionable feedback that helps people get better at what they do
   - Participate and demonstrate leadership in all relevant organizational spaces, including program leadership team meetings, staff meetings, and retreats

2. **Partnerships & External Relations** - Build Wellstone’s national presence in the realm of Public and Political Leadership and cultivate strong relationships with priority national partners.
   - Build our organizational profile and web of relationships in the realm of public and political leadership
   - Serve as primary point of contact with a set of priority national partners and funders
   - Proactively identify and create new partnership opportunities
   - Represent Wellstone at various appropriate events; coordinate external affairs in collaboration with the VP of Impact and External Affairs

3. **Budget and Resource Development** - Ensure appropriate resources and that the Public and Political Leadership program meets its financial objectives.
• Drive overall Public and Political Leadership program budget development and support principals to oversee project/partnership budgets in alignment with strategic goals
• Help identify and raise earned income and other financial resources to fund organizational priorities
• Build and maintain relationships with organizational funders and donors

4. Adjunct training team and curriculum development - Ensure best-in-class Public and Political Leadership training curriculum and training team.
• Work with principals to develop and oversee all aspects of trainer development, including new trainer recruitment, evaluation, feedback, trainer development plans, database management, etc.
• Support principals in developing cutting-edge training and technical assistance tools and curriculum

5. Own Priority Program Work - Drive key organizational partnerships and priorities as needed.
• Continue to lead our work in the most advanced regions across the country
• Provide strategic and technical assistance and customized trainings to priority partners as needed.

Required Qualifications
Who You Are:
• Approach
  o Organizational leadership: Lead by example by modeling a high bar for performance and being an exemplar of our values; operate with the best interests of the organization in mind, and not simply the best interests of your team
  o Ownership: You care deeply about getting results in your realm, and you do what it takes to get them, including paying attention to even small details, anticipating problems, offering creative solutions, driving work forward, and course-correcting when needed
  o Committed to progressive, inclusive leadership, including valuing and prioritizing work with diverse coalitions and communities
  o Highly relational, with a strong belief in the importance of relationship-building for success, both internally and externally
  o Tenacious and flexible, with a “getting to yes” attitude and a propensity for working through roadblocks and achieving your goals
  o High standards and peak performance – a drive toward ambition and delivering excellent work, including the ability to manage and successfully execute multiple projects simultaneously, both directly and through your team
  o Solutions-oriented: Proactively develop solutions to challenges and push to get past roadblocks
  o Flexibility: Be ready to take advantage of unexpected opportunities; push work forward through obstacles and adapt quickly as things change.
  o Strong self-initiative and the ability to work independently; able to own significant projects and follow through to completion without heavy day-to-day supervision
  o Thoughtful, strategic leadership combined with energy to do the day-to-day work of program delivery
  o Openness to giving and receiving feedback for continuous learning, evolution, and improvement – you’re committed to building your own skills as well as building the skills and capacity of your colleagues
● Deep and demonstrated commitment to racial, social, economic, and gender justice
● A great sense of humor – we’re serious about not taking ourselves too seriously

**Experience and Skills**
- 7+ years of combined experience in electoral, organizing, and/or advocacy work that includes managing staff
- Direct experience developing programs, including planning, budgeting, and financial management
- Dynamic training and facilitation skills, including agenda design, curriculum design, and written resource development
- Excellent verbal, written, and interpersonal communications skills
- Demonstrated entrepreneurialism, innovation, and creativity: having imagined and built something new in the world
- Willingness to work non-standard hours, including weekends, and travel extensively when required

**Compensation and Benefits**
Compensation for this position is competitive and includes a comprehensive benefits package with excellent health/dental/life/disability insurance; flexible working hours; exceptionally generous paid time off; 401k retirement benefits; FSA enrollment; and more. Wellstone offers a lively and highly rewarding working environment and we are headquartered in Saint Paul, MN.

**Application Deadline**
This position is open until filled. We will begin application review on January 3rd, 2017. Please email your letter of interest and resume to hiring@wellstone.org. Please be sure to specify “Director, Public and Political Leadership” in the subject line.

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*Posted: 11-23-2016*
Job Description:
The next Executive Director of the Bus Federation will lead and manage an organization that has emerged in recent years as a key grassroots operation, empowering young Americans to make changes in their own communities and across the country. The Executive Director works with a dynamic and inspiring crew of stakeholders - two boards of directors with twenty engaged, active, and fabulous members; a national staff currently comprised of seven talented, fierce individuals; nine affiliate organizations comprised of some of the brainiest and hardest-working folks in the field; and over four thousand partners. This individual will raise and direct millions of dollars while repping the views and values of the majestic Millennial generation in some of the most powerful rooms in the country.

ABOUT THE BUS FEDERATION
In 2009, four local, youth-led organizations launched the Federation to strengthen their own institutions, adapt our organizing model into new communities, and support the grassroots work we love around the country. Since that launch, we have grown, we have succeeded, we have learned a ton, and we found ourselves changed by our organizing. We learned that some strategies work everywhere - trust and empower young people to build power and set priorities in their communities - and that some tactics have only localized impact. And we learned that Beyonce's "Feelin' Myself" can be nicely adapted into a celebration of voting.

Since the founding, the Bus Federation has been responsible for some huge victories, including:

- Creating and managing National Voter Registration Day.
- Writing and passing the nation's first Automatic Voter Registration law.
- Beating big corporations at the ballot, even while being outspent 10-1, to advance clean energy in Boulder, CO.
- Helping force reform to Stop and Frisk in Chicago.

Engaging millions of young people in elections, not just at the Presidential level, but for school board, prosecutor, sheriff, legislature, governor, and ballot measures.

We are now in more than twice as many states and our footprint touches both oceans, the Gulf of Mexico, and Great Lakes. Our budget this year is roughly $3 million, twice that when you include all of our Affiliates. Our partners for National Voter Registration Day are reflective of the nation as a whole, diverse in geography, race, ideology, partisanship, age, and gender.

Our next Executive Director will inherit an organization in a great moment of transition. Our staff, board, and Affiliates have found agreement to move forward on a number of strategies that will further increase the importance and prominence of our organization, including:

- Our first-ever national issue campaigns, to advance the values of our generation at a national level.
- Enhanced communications strategies, including a likely name change and national brand strategies for the first-time in our history.

Accelerated growth of our network into more states and communities, to ensure that more young Americans have support to build politically powerful organizations.

Our organization is a true Federation. Our local organizations ultimately govern our institution - we live to serve local organizing. The next Executive Director will lead an increasingly powerful organization, but must be capable of managing and guiding key relationships without significant hard power. This kind of network, full of incredible leaders at all levels, will be ready to pass new groundbreaking policies, grow into even more states, and engage millions through new creative ideas, while staying fresh and relevant for each new generation.

**JOB RESPONSIBILITIES**
The Executive Director of the Bus Federation is responsible for leading and managing the organization, specifically in the following ways:

- Strategic Leadership: Responsible for organizing a diverse set of stakeholders, including staff, board, and affiliated local organizations, to set the strategic direction of our youth organizing network. Creative, open-minded thinker willing to balance integrated political, financial, national/local, and short-term and long-term strategies.

- Fundraising: Responsible for raising organizational budget ($3 million and growing) and supporting local organizations in their fundraising. Develop and execute organizational fundraising strategy and serve as lead pitch-maker and relationship builder with funders. Write compelling fundraising documents and pitches. Responsible for bringing in new donors and maintaining relationships with existing donors. Requires frequent travel and communication with donors.

- Management: Responsible for managing relationships with donors, staff, board, partner organizations, media, and other stakeholders. Knows how to delegate, share power and recognition, and instill a culture of creativity and productivity. Responsible for setting and managing to annual organizational and financial goals.

**QUALIFICATIONS & EXPERIENCE**
In addition to the skills associated with the job responsibilities, we're looking for particular strengths in the following areas:

- Commitment to the Mission. Dedication to grassroots, local organizing and empowering state/local organizations to lead our work. Commitment to trusting young leaders. Understanding of local grassroots organizations - bonus for understanding of federated organizations with local affiliates.

- Champion of Organizational Diversity and Equality. Lift up leadership of young people of color. Personal understanding of racial justice and equity.

- Organizer at Heart. Inclination to lead via organizing rather than by decree. Ability to build strong teams to accomplish goals without a need to bottom-line everything.
Talented in coalition and team building.
  Experience crafting and managing budgets and familiarity with financial reporting and
  compliance.
- Communication Skills. Strong oral and written communication skills. Ability to write
  compelling fundraising documents and bottom line key communications with various
  stakeholders.

ADDITIONAL QUALIFICATIONS
Multi-tasker with excellent time management skills
Ability to operate without significant administrative support
Playful, funny, upbeat
Familiarity and comfort with voter file and interfaces, social media platforms, Google
Apps
Ability to travel frequently (2-4 times per month, on average)

EQUAL OPPORTUNITY
The Bus Federation is an equal opportunity employer committed to a diverse work
environment. People of color, young people, people with disabilities, people of diverse
sexual orientations, gender expressions, and identities are encouraged to apply.

LOGISTICS
Strong preference for Los Angeles, CA; New York, NY; San Francisco/Bay Area, CA; or
Washington, DC. In 2017, the Bus Federation will relocate our current HQ in Portland,
OR to one of these four locations, depending on the Executive Director hiring. We want
to be headquartered in a vibrant city with proximity to other partner organizations, an
engaged donor community, and additional media and social media outlets.

Compensation:
starting salary of $75,000-$100,000 per year, depending on experience and location.
Benefits package worth approximately $7,000 annually includes health insurance,
retirement contribution (SEP IRA), cell phone reimbursement, professional
development, and generous paid time off, including paid family and medical leave.

Link to Job Description:
http://busfedcivic.org/wp-content/uploads/2016/11/Bus-Federation-Executive-Director-Job-
Posting.pdf

How to Apply:
Please email hiring@busfederation.com as a single document (.doc or .pdf) including the
following:
-a cover letter, explaining why you want this job and what makes you well-suited to the position (please, show some personality);
-a resume;
-three references.

Please reach out to hiring@busfederation.com with any questions.

APPLICATIONS WILL BE REVIEWED ON A ROLLING BASIS. FINAL DEADLINE TO APPLY IS JANUARY 6TH, 2017.

Posted: 11-23-2016

EMPLOYER: Common Cause
805 Fifteenth Street, NW, Suite 800
Washington, DC 20005
www.commoncause.org

DEPARTMENT: State Operations

POSITION AVAILABLE: Lobbyist/Program Director-Position located in Delaware; Part-time, Contract

REPORTS TO: Director for State Operations

ESSENTIAL FUNCTIONS: This is a part-time position for a Lobbyist/Program Director who is responsible for developing and executing Common Cause Delaware (CCDE) programs, legislative agenda and events.

RESPONSIBILITIES: In coordination with the CCDE Board, the Lobbyist/Program Director will organize and lobby for good government objectives including redistricting, lobbying, election and campaign finance reforms; generate position papers, research, testimony, and press releases in support of Common Cause's legislative agenda; serve as spokesperson with the media and represent Common Cause at public events; develop and expand partnerships with other appropriate public policy organizations to work on common issues; assist with fundraising through outreach to major donors, foundations, and event-planning (including annual dinner); work with the Common Cause Board to establish meeting agendas and opportunities for the Board to work on projects to achieve the agency's objectives.

QUALIFICATIONS: Commitment to Common Cause objectives; demonstrated leadership and organizing ability; excellent written and verbal communication skills; fundraising experience desirable but not required; administrative and organizational skills including the ability to set priorities and work productively to accomplish a diversity of tasks; strong computer skills
including proficiency in Microsoft applications; experience with non-profit organizations and working with non-profits Boards; a self-starter who works well with people. Candidate must have a car and must be able to work evenings. Lobbyist/Program Director will also serve as a liaison with national Common Cause in nationally coordinated campaigns. Working knowledge of social media—i.e., Facebook and Twitter.

TO APPLY:
Please submit resume, cover letter and salary requirements to Director of Human Resources at hr@commoncause.org and include LOBBYIST/PROGRAM DIRECTOR - DELAWARE in the subject line; or fax to 202.355.7546. No phone calls please. Applicants are encouraged to apply as soon as possible.

ABOUT COMMON CAUSE:
Common Cause is a nonpartisan, grassroots organization dedicated to restoring core values of American Democracy, reinventing an open, honest, and accountable government that works for the public interest, and empowering ordinary people to make their voices heard.

Founded 45 years ago, Common Cause has 625,000 members and supporters, and chapters in 35 states around the country. At the national and state level, Common Cause is actively engaged in defending and advancing the core values of our democracy, which include politics not dominated by money, full access to voting and fair elections, economic opportunity for all, an ethical and accountable government, and an open and democratic media. More information can be found at: www.commoncause.org.

Common Cause is an equal opportunity employer and does not discriminate based on race, creed, color, religion, ethnicity, national origin, party or political affiliation, sex, sexual orientation, gender identity or expression, age, disability, veteran status, marital status, or any illegal or prohibited factor.

Posted: 11-23-2016

Associate
Corridor Partners, LLC (DC)

Job Description
The Associate will be responsible for assisting the Corridor Partners team in firm administration and operations, client management, and information technology. The Associate works closely with all members of the Corridor team and reports directly to the Principals of the firm.

Duties and Responsibilities

Administration, Strategic Operations and Program Support (70%)
* Provide administrative support for Kathleen Welch and Bill Roberts, including scheduling, travel arrangements and expenses. This includes, but is not limited to:
  o Handling meeting logistics including room reservations, preparing meeting technologies, and catering as required.
  o Coordinating meeting agendas, briefing materials, and presentations to ensure partners are prepared.
* Manage scheduling, agenda development, and other tasks related to internal meetings at the firm.
* Supporting the firm’s management and operations systems, including:
  o Maintaining firm-wide master calendar of deadlines related to work products.
  o Supporting the implementation of a firm-wide collaboration software tool over the course of 2017.
  o Managing elements of the firm’s File Sharing system, including filing key documents related to critical projects
* Day to day office operations in the Washington, DC office including, but not limited to:
  o Managing front office operations; including welcoming visitors, answering phone, and directing guests.
  o Handling any other administrative duties including: maintaining filing systems and office supply inventory, mail collection and distribution, and maintaining the appearance of common-spaces in the office, and other duties as assigned.

Client and Stakeholder Engagement (20%)
* Work with key client staff to plan meetings and events
* Support senior staff in the development and execution of high priority events that engage Corridor Partners’ clients and stakeholders. This will include managing invite and RSVP lists, developing briefing materials, and other duties as assigned.
* Update and maintain the organization's contacts within Salesforce and elsewhere.

Information Technology and Communications (10%)
* Provide support to principals on Corridor’s overall information technology and communications
systems.
* Work closely with IT and website consultants. This will include management of the firm’s website updates as needed.

**KNOWLEDGE, SKILLS, AND ABILITIES DESIRED**
* Exceptional interpersonal skills, including the ability to work independently and collaboratively.
* Ability to work at a fast pace with a high level of accuracy and attention to detail.
* Ability to manage multiple activities, events, and projects simultaneously.
* Short and long-range planning and follow-through skills including the ability to “manage up.”
* Demonstrated exceptional written and verbal communication skills.
* Excellent customer-service skills, detail-oriented and dependable.
* Experience developing and managing events.
* Grace under pressure.
* Experience with Database Management (Salesforce highly preferred), MS Office Suite, especially Word, and PowerPoint is required. Demonstrated proficiency with Excel is required. Experience with online management tools such as Slack and other interfaces would be preferred.
* Bachelor’s degree and 2-3 years of work experience required.
* Demonstrated interest in climate advocacy and/or politics is a must.
* Demonstrated experience booking travel is required.
* Some travel may be required.

**INQUIRIES AND APPLICATIONS**

Applicants should send a detailed letter of application, resume, and three references to corridorjobs@gmail.com, with “Associate” in the subject line. Other inquiries can be submitted to the same e-mail address.

**COMPENSATION**

Salary commensurate with experience, education, and ability. Corridor offers an excellent benefits package.

*Corridor Partners hires without regard to race, color, religion, national origin, age, gender, sexual orientation, marital status, or disability.*

*Sujata Tejwani brings a broad range of experience advising advocacy groups, labor unions, political campaigns and donors. She has particular expertise managing high-stakes issue-advocacy campaigns, serving in high-pressure results driven war rooms and campaigns, developing comprehensive training and facilitation, and identifying and developing progressive leaders (hence this job distribution list)! Sujata uses her experience to guide movement organizations and leaders to adapt, thrive, win and succeed in the fast-paced, fast-changing world of advocacy and politics.*

www.SujataStrategies.com
SEIU (Service Employees International Union) Healthcare IL/IN/KS/MO
Job Title: Labor Organizer
Location: Chicago IL and St. Louis MO

SEIU HCIL is currently seeking candidates with labor, community, political, campus, faith or issue-based organizing experience to help lead exciting campaigns to organize workers in Illinois and Missouri.

Our union is on the cutting edge of progressive movement building in Illinois and beyond, positioning union members to fight and lead against the attacks of the 1%, and building worker power and strength within our industries, workplaces and communities and workplaces. Our Local Union is looking for candidates who believe in developing members and workers to lead in all aspects of union building and who are committed to closing the gap for income inequality for all working people so we can all live in a just society. SEIU HCIL is committed to fighting for economic and racial justice, immigration reform, access to affordable healthcare and childcare, and the Fight for $15.

If you are interested in joining us in that fight, we have Labor Organizer positions available in Chicago, Illinois and St. Louis, Missouri.

PURPOSE:
HCIL Labor Organizers are responsible for building workers' leadership and their ability to organize and build power at work and in the community. Organizers engage workers and identify and develop leaders through a variety of campaigns, including new organizing, contract, and community / political campaigns. Organizers will be expected to build organizations and committees of workers that can fight for a voice on the job and in their communities through collective action, and mentor other staff to do the same.

DUTIES AND RESPONSIBILITIES:
Organizers perform a wide range of duties, which may vary according to the needs of the overall program or a specific campaign. Examples of those duties and responsibilities are listed below:

- Organize non-union workers to build power at their worksites and in their communities
- Develop members to ensure they have the chance to grow, learn and lead
- Take a lead role in building worker leadership structures in traditional and non-traditional workplaces.
- Mobilize workers and coordinate meetings, actions and other activities
- Effectively communicate the Union's vision and mission Critical thinking under pressure, and strategizing in support of campaign goals
• Develop and lead campaigns with leaders based on workers' issues Electoral and political organizing, including COPE recruitment Organize community support
• Develop relationships with allied organizations or community partners Train leaders on contract enforcement and to lead labor/management meetings
• Formulate and deliver on short-term and long-term campaign and project goals
  Mentor and train new staff in basic organizing skills and in campaign settings
• Prepare and track turf for multiple organizers Debrief organizers and prepare campaign reports Other Duties as assigned.

KEY QUALIFICATION CRITERIA:
• Minimum of one year experience organizing in campaign, worker or community settings.
• A strong commitment to social justice and alignment to values of our union.
• A belief in workers' ability to organize and collectively bargain and achieve desired goals together.
• Ability to lead, motivate and inspire workers to develop into leaders and participate in key union organizing activities even in the face of employer opposition and intimidation (i.e. building organizing committees, member to member organizing, actions, etc.)
• Ability to think strategically, take initiative and be creative in engaging workers in campaigns and provide the support needed to be successful Sound interpersonal and communication skills including the ability to work with people from diverse backgrounds.
• Desire to learn about labor history, collective bargaining, organizing models and other relevant information, and ability to support others in doing the same.
• Must be able to handle multiple priority projects simultaneously and meet established deadlines and remain accountable to leaders, senior staff, and organizational goals Good and ethical judgment.
• Willingness to take initiative, to work with a team Basic working knowledge of Microsoft Office, databases and Internet Working knowledge of organizing campaign assessment systems (i.e. VAN)
• A valid driver's license, car and car insurance.
• Bilingual (English/Spanish or English and other language of membership) is a plus.

SALARY & BENEFITS:
Salary Exempt position is competitive and commensurate with experience. Company-paid Benefits are included.

APPLICATION REQUIREMENTS:
A resume and cover letter are required for all applications. Your cover letter should explain your reason for wanting to work for us, an example of how you demonstrated success in a similar position and a description of how this position fits into your long-term career plan.

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SEIU HCIL is an Equal Opportunity Employer.
Apply Here: http://www.Click2apply.net/fcyyfxt8zz