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. 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 November 30, 2016. This list will go out again on December 7, 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.

Posted: 11-30-2016

Americans for Responsible Solutions Seeks Communications Director

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 spokespeople 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;
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
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 with 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 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 is an Equal Opportunity Employer.

Apply Here: http://www.Click2apply.net/nct297m9rx

Post Date: 11-30-2016
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.
- 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 performing 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 is an Equal Opportunity Employer.**

Apply Here: [http://www.Click2apply.net/2ct4ft77vk](http://www.Click2apply.net/2ct4ft77vk)

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**Posted:** 11-30-2016
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

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.

SEIU is an Equal Opportunity Employer.

Apply Here: http://www.Click2apply.net/mgvbrnbby4

SEIU Local 503 (Service Employees International Union)

Job Title: Union Organizing 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.

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.

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SEIU is an Equal Opportunity Employer.

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

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/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)

**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 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

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**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.

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: 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**
  - 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
  - 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
  - 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
  - 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, both directly and through your team
  - Solutions-oriented: Proactively develop solutions to challenges and push to get past roadblocks
  - Flexibility: Be ready to take advantage of unexpected opportunities; push work forward through obstacles and adapt quickly as things change.
  - 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
  - Thoughtful, strategic leadership combined with energy to do the day-to-day work of program delivery
  - 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.

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](http://www.wellstone.org).

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**Executive Director**

**The Bus Federation**

**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 Beyoncé'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
institutions—were 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.

- **Financial Management.** Understanding of financial management and financial controls. 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
Abilty 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:

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

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
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

Want to Post a Job? Click Here

Posted: 11-23-2016

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

posted: 11-16-2016
DIGITAL CAMPAIGNS MANAGER, CHISPA

LOCATION

District of Columbia

DESCRIPTION

LCV is seeking a Digital Campaigns Manager to ensure that LCV’s growing Latino membership is an active voice in the fight against climate change and for environmental justice. The Digital Campaigns Manager will work within the Membership and Online Engagement department, in coordination with LCV’s Chispa program, to grow a grassroots base of Latino activists who will engage on environmental issues and environmental policies. This is an excellent opportunity for a bilingual writer and online organizer to be a part of an innovative team that runs aggressive online campaigns to promote environmental policies and win key electoral races.

The League of Conservation Voters (LCV) works to turn environmental values into national, state, and local priorities. LCV launched Chispa to ensure that Latino communities and leaders have a strong voice in the movement for climate justice and within the environmental movement. In the last two years, Chispa has grown to include grassroots organizing programs focused in Latino communities in Denver, Phoenix, Albuquerque, Las Vegas, Maryland and Connecticut.

RESPONSIBILITIES

- Write compelling advocacy and fundraising copy, online petitions and other web-based copy that is tailored for Latino audiences.
- Work with the Membership and Online Engagement team to build the Chispa membership with a goal of having 10% of LCV’s overall membership identity as Latino.
- Identify creative online and mobile campaign opportunities to engage and mobilize LCV’s growing Latino activist base, both nationwide and in states where we have state Chispa programs.
• Create shareable content, engage with LCV’s supporters, and find new opportunities for growth of our Latino base on social media and mobile accounts for LCV, Chispa, and state Chispa programs.
• Design bilingual resources for the LCV website, and support Chispa Communications Director in implementing a comprehensive communications plan.
• Work with the state Chispa programs and partner groups to connect LCV’s online efforts with the community organizing programs that engage Latino activists around environmental and climate justice issues.
• Manage LCV’s social media accounts and content calendar to engage LCV supporters and promote organizational priorities.
• Assist with other online campaign and writing projects as needed by the Membership and Online Engagement and Chispa teams.

QUALIFICATIONS

Work experience: Minimum of 2-4 years experience in online organizing, email advocacy, new media, or writing; experience in English and Spanish-language online communications targeting Latino communities; community organizing experience a plus.

Skills: Strong bilingual (English-Spanish) writing and editing skills required; must demonstrate cultural competency with diverse Latino audiences; demonstrated ability to produce online campaign and fundraising materials; creative in pursuing organizing opportunities; experienced in using social media for advocacy purposes; commitment to metrics and tracking progress; familiarity with CRM, CMS and online advocacy tools (Convio and HTML experience a plus); works well in a fast-paced environment and able to multi-task without sacrificing quality of work; understanding of environmental issues and their potential to engage Latino communities.

Conditions: Ability to occasionally work evening and weekend hours to get the job done; ability and willingness to travel. This position is based in Washington, D.C.

REPORTS TO

Director of Digital Strategy

TO APPLY:

Send cover letter, resume and salary requirements to hr@lcv.org with “Digital Campaigns Manager, Chispa” in the subject line no later than December 2, 2016. No phone calls please.

LCV is an equal opportunity employer committed to a diverse workplace.

Please apply by December 2, 2016
PLEN
The Public Leadership Education Network | Preparing Women to Lead

Spring 2017 Internship
The Public Leadership Education Network (PLEN) offers premiere leadership and public policy programs for college women. Our mission is to prepare students for leadership in the public policy arena. We achieve our mission by bringing college women to Washington, DC for seminars throughout the academic year. PLEN programs focus on connecting students with women leaders in various public policy fields. The seminars also focus on developing professional skills.

PLEN seeks qualified candidates for our Spring Internship. This position will directly support programmatic efforts. PLEN offers a dynamic environment for interns to develop their professional skills, build their network, and gain experience working at a small nonprofit.

Responsibilities include:
• Providing planning and logistical support for six seminars;
• Updating and organizing PLEN’s Salesforce database;
• Creating an outreach plan to reach more colleges and universities;
• Supporting the implementing of PLEN’s social media strategy;
• Coding, summarizing, and presenting survey results for PLEN’s seminars;
• Recruiting potential speakers and students for our programs;
• Assisting with donor research and other fundraising tasks.

Qualifications:
• Excellent attention to detail;
• Ability to manage projects independently and be ready to assume a high level of responsibility as a member of a team;
• Excellent problem solving skills;
• Strong writing skills;
• Ability to work well in a small office environment;
• Ability to effectively communicate with a wide range of individuals and groups;
• Passionate about PLEN’s mission.
• Advanced Microsoft Office skills, particularly Excel.
To apply: Please submit a resume and cover letter to plencareers@plen.org with “Spring 2017 Internship Application” in the subject line. No phone calls please.

Deadline: Open until position is filled. We encourage early application as screening will be conducted as applications are received.

Preferred start date: January 2017. 15 to 20 hours/week.

Benefits: Stipend is available. PLEN encourages interns to attend events in DC during their internship and will be flexible to accommodate those that take place during work hours. Interns are expected to attend PLEN events when possible, including seminars, networking receptions, fundraising events, etc.

1875 Connecticut Avenue, N.W., 10th Floor, Washington, DC 20009
p: (202) 872-1585 f: (202) 872-0141 web: www.PLEN.org

Digital Strategist
Our progressive digital fundraising firm works with all levels of campaigns around the country. We are seeking a Digital Strategist to support the Digital team with our online, email and social media campaigns. Experience in fundraising, email fundraising, digital strategy, campaign work and/or web management is required. In addition, the ability to work both independently from home and yet be part of a virtual team is vital. This rapidly growing firm wants team players that can offer cutting edge ideas and excellent customer service to their clients.

Responsibilities:
• Assist in the planning and executing of online, email and social media campaigns to grow campaigns’ digital and fundraising capacities.
• Maintain and track production calendars for various online, email and social media campaigns.
• Draft content for multi-channel platforms.
• Assist in copy approval process; ensuring deadlines for email and social media content delivery are met.
• Assist in maintaining campaign social media presence including but not limited to Facebook and Twitter.
• Be an active team player in the firm’s project management system.
• Share creative and creative ideas that enhance the candidate’s bottom-line.

Required qualifications:
• 2-4 years of digital strategy work on political campaigns.
• Understanding of Blue State Digital and/or NGP preferred.
• Well versed in social media campaigns and related analytics.
• Understanding of campaign online strategy and fundraising.

Location:
• Flexible

To Apply:
• Send email to rrdjobsearch@gmail.com with a cover letter, resume, four references, and samples of your work. Please put the job title in the subject line. You may also email with questions. We are an equal opportunity employer and value a diverse working environment. Applicants of diverse backgrounds are encouraged to apply.

Chief Digital Strategist

Our progressive digital fundraising firm works with all levels of campaigns around the country. We are seeking a Chief Digital Strategist to lead the firm’s digital team. A strong background in client/project management, a deep understanding of online and fundraising campaign strategy, strong writing skills and developing and managing budgets are required for the position. In addition, the ability to work both independently from home, be a part of a virtual team and manage staff remotely is an important part of this job. This rapidly growing firm wants team players that can offer cutting edge ideas and excellent customer service to their clients.

Responsibilities:
• Serve as the chief digital expert for the firm, focusing on planning and executing online, email and social media campaigns to grow organization’s digital and fundraising capacity.
• Lead the firm through the discovery of new technologies and practices.
• Develop creative aggressive growth strategies for client email, social media and the overall bottom line.
• Direct clients’ email acquisition programs including coordinating email swaps and joint actions, renting email lists and obtaining emails through online advertising.
• Develop a project management system to juggle multiple clients with multiple staff members.
• Provide top of the line client services. Manage client relationships, including leading meetings and calls, responding to client needs in a timely fashion and setting and exceeding goals.
• Develop and manage client income and expense plans and report out weekly outcomes.
• Manage the content development, email timelines, and staff to ensure timely delivery and results for all digital campaigns.
• Develop branding strategies for campaigns and their surrogates. Utilize this brand and voice across all platforms to maximize results.
• Work with your colleagues to develop creative and strategic plans while maintaining the ability to respond to the political environment rapidly.
• Write or work with a team to write dynamic copy for an assortment of digital platforms.
• Work with Partners to develop a staffing plan that meets the needs of the clients and the firm. Modify as new clients are acquired and markets develop. Recruit and train qualified staff who share the firm’s vision.
• Develop analytics processes, use these to fine tune client best practices and share information firm wide.
• Run testing campaigns that expose best practices and implement firm wide as needed.
• Consider and explore UX strategies when it comes to the website and optimization across platforms and technologies.
• Train campaign and staff and associates on best practices for online fundraising and list growth.
• Assist Partners in identifying new business and client ideas, help with marketing the firm as needed.
• Identify internal and external training opportunities for staff and interns.

Required Qualifications:
• 3-5 years of both management experience and digital strategy work, including client management and customer service.
• Minimum 5 years experience in campaign online strategy and fundraising.
• Eagerness to continue to learn and grow with technology and promote creative thinking within the firm.
• Advance knowledge of NGP, BSD, Excel, Facebook, Twitter.

Location:
• Flexible.

To Apply:
• Send email to rrdjobsearch@gmail.com with a cover letter, resume, four references, and samples of your work. Please put the job title in the subject line. You may also email with questions. We are an equal opportunity employer and value a diverse working environment. Applicants of diverse backgrounds are encouraged to apply.
Title: Campaign Manager
Status: Exempt

The New Jersey League of Conservation Voters (New Jersey LCV), is the leading political voice for the environment in the Garden State.

New Jersey LCV seeks a full-time Campaign Manager to oversee and implement the Green in '17 Campaign, which seeks to elevate conservation issues in New Jersey’s 2017 Gubernatorial Race and ensure the environment is a defining issue in the election. This individual must be able to work independently as well as with a dynamic team and committed Board of Directors to maximize outcomes.

Responsibilities:
• Manage the Green in '17 Campaign
• Develop and implement field campaign plans, maintain data, and analyze effectiveness of programs
• Recruit, train and manage up to eight environmental field organizers
• Work closely with the policy and communications staff to implement public education and organizing plans
• Oversee all campaign activities and regularly submit status reports to Executive Director
• Assist organizers in day to day organizing activities including volunteer recruitment, phone outreach, and in person education activities
• Organize a Public Health and Environment Candidate Forum, including securing partners and a venue
• Coordinate and recruit volunteers to engage in traditional communications efforts such as letters to the editor and opinion pieces
• Ensure all campaign activities are conducted in a manner consistent with all State and Federal regulations
• Assist development staff with grant review process
• Other duties as assigned

Qualifications:
• Commitment to environmental conservation.
• Demonstrated ability to manage staff, recruit volunteer activists, mobilize public support and lead campaigns
• Working knowledge of Voter Activation Network (VAN) and Catalist
• Strong written and oral communication skills.
• Excellent personal organizational and time management skills.
• Personable, dependable team player.
• Paid staff position in at least two election cycles, including a minimum of one cycle in a midlevel or higher position such as a Field Director or Campaign Manager preferred.
• Formal organizing training (New Organizing Institute, Green Corps, etc) preferred

Position Requirements: This is a full-time position based in either Trenton or Somerset. However, travel throughout New Jersey will be necessary, so a valid driver’s license and access to a car are required. This person must be able to maintain a flexible schedule as is common on campaigns.

Salary: Commensurate with experience.

To apply: Please send your resume, cover letter, and salary requirements to jobs@njlcv.org with “Campaign Manager” in the subject line. No calls please. Deadline: November 29th.

New Jersey LCV is an equal opportunity employer committed to a diverse workplace.

PO Box 1237, Trenton, NJ 08607-1237
(609) 331-9922

Posted: 11-16-2016

SEIU (Service Employees International Union)
Job Title: 2017 SEIU Fight for $15 Law Fellowship Grade: LF1
Location: Washington, D.C.

The Legal Department of the Service Employees International Union will have an opening for a law fellow, starting in September 2017. The SEIU Law Fellowship Program was established to introduce recent law graduates to a broad range of legal work within an international union, and offers an excellent opportunity for new lawyers to work with experienced union-side lawyers on a variety of cutting-edge issues related to the advancement of workers' interests.

SEIU is a progressive and dynamic labor organization representing over 2 million workers in the United States, Canada, and Puerto Rico, principally in the building service, public service, and healthcare fields. Attorneys in SEIU’s Legal Department engage in innovative lawyering to further the union’s interests in organizing new workers, improving working conditions, engaging in political action, and achieving social justice.

The 2017 Fight for $15 Law Fellow will provide legal support for SEIU’s campaign in support of the Fight for $15 movement. The Fellow will also have the opportunity to be involved in many
areas of the legal department's work. While each fellowship experience varies according to the work of the department, the Fellow can expect to be involved in at least some of the following types of work: litigation to enforce the labor and employment rights of union members; handling matters before the National Labor Relations Board; drafting amicus briefs in support of workers' rights issues before the NLRB and appellate courts; advice and assistance to staff organizers on organizing campaigns; involvement in policy and legislative initiatives; and participation in SEIU's political program.

The Fellowship is based in Washington, D.C, and has a one year term, with an option to renew for a second year (with the mutual agreement of the Fellow and SEIU). Full vacation and health benefits are provided, and salary is commensurate with experience. Recent law graduates, judicial clerks, and third-year law students are welcome to apply. Applicants should have excellent research and writing skills, a demonstrated commitment to workers' rights, and a desire to practice union-side labor law.

To apply for the Fellowship, please include in your application a cover letter, resume, writing sample, law school transcript and two letters of recommendation.

The application deadline is November 30, 2016.

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SEIU is an Equal Opportunity Employer.

Apply Here: http://www.Click2apply.net/vpjd5b38vf

Organization Overview
America Votes is the coordination hub of the progressive community. We lead collaborative efforts among a diverse coalition of over 400 state and national partner organizations to advance progressive policies, win elections, and protect every American's right to vote. Our organization works nationally and in more than 20 states to provide a range of services to our partners, including strategic planning, advocacy and electoral campaign coordination, data tools
and targeting services, and on-the-ground leadership in key states. For more information about America Votes, visit our website at www.americavotes.org.

**Position Description**

As a leading progressive organization America Votes is committed to help mentor the rising stars of the progressive movement. Interns for America Votes will be heavily involved with the day to day operations at AV and will learn what AV is and how we operate. Our goal is to recruit smart, hardworking interns that will be able to manage in a small, fast paced organization.

As part of the America Votes internship program you will have the opportunity to work for one of the country’s leading progressive organizations. In addition to learning new skills and concepts you will get to see how America Votes operates, as well as how other progressive organizations operate both nationally and at the state level.

America Votes interns will have the opportunity to network and meet interns from our partner organizations throughout the program! The America Votes Internship Program promises to provide you with more than just the normal “9am-6pm” experience. You will have the opportunity to:

- **NETWORK WITH OUR PARTNERS’ INTERNS**
- **ATTEND TRAININGS**
- **PARTicipate in activities outside the office**

**Location**

Washington, DC

**To Apply**

All applicants who are interested in the internship at America Votes need to submit resume, cover letter, and references addressed to Joanna Mendelsohn at recruiting@americavotes.org. Applications are ongoing. If accepted into the America Votes Internship Program, you will be asked to work 20 hours a week between the hours 9am – 6pm. The internship has a stipend. College credit available if applicable.

America Votes is committed to creating a dynamic, multi-cultural, diverse working environment. Candidates of color and diverse backgrounds are encouraged to apply.

**NOTICE:** This information is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt
Status: Exempt

Reports To: Director of Digital Strategy

Positions Reporting To This Position: None

Location: Washington, D.C.

General Description:

LCV is seeking a Digital Campaigns Manager to ensure that LCV's growing Latino membership is an active voice in the fight against climate change and for environmental justice. The Digital Campaigns Manager will work within the Membership and Online Engagement department, in coordination with LCV’s Chispa program, to grow a grassroots base of Latino activists who will engage on environmental issues and environmental policies. This is an excellent opportunity for a bilingual writer and online organizer to be a part of an innovative team that runs aggressive online campaigns to promote environmental policies and win key electoral races.

The League of Conservation Voters (LCV) works to turn environmental values into national, state, and local priorities. LCV launched Chispa to ensure that Latino communities and leaders have a strong voice in the movement for climate justice and within the environmental movement. In the last two years, Chispa has grown to include grassroots organizing programs focused in Latino communities in Denver, Phoenix, Albuquerque, Las Vegas, Maryland and Connecticut.

Responsibilities:

- Write compelling advocacy and fundraising copy, online petitions and other web-based copy that is tailored for Latino audiences.
- Work with the Membership and Online Engagement team to build the Chispa membership with a goal of having 10% of LCV’s overall membership identity as Latino.
- Identify creative online and mobile campaign opportunities to engage and mobilize LCV’s growing Latino activist base, both nationwide and in states where we have state Chispa programs.
• Create shareable content, engage with LCV’s supporters, and find new opportunities for growth of our Latino base on social media and mobile accounts for LCV, Chispa, and state Chispa programs.

• Design bilingual resources for the LCV website, and support Chispa Communications Director in implementing a comprehensive communications plan.

• Work with the state Chispa programs and partner groups to connect LCV’s online efforts with the community organizing programs that engage Latino activists around environmental and climate justice issues.

• Assist with other online campaign and writing projects as needed by the Membership and Online Engagement and Chispa teams.

Qualifications:

Work experience: Minimum of 2-4 years experience in online organizing, email advocacy, new media, or writing; experience in English and Spanish-language online communications targeting Latino communities; community organizing experience a plus.

Skills: Strong bilingual (English-Spanish) writing and editing skills required; must demonstrate cultural competency with diverse Latino audiences; demonstrated ability to produce online campaign and fundraising materials; creative in pursuing organizing opportunities; experienced in using social media for advocacy purposes; commitment to metrics and tracking progress; familiarity with CRM, CMS and online advocacy tools (Convio and HTML experience a plus); works well in a fast-paced environment and able to multi-task without sacrificing quality of work; understanding of environmental issues and their potential to engage Latino communities.

Conditions: Ability to occasionally work evening and weekend hours to get the job done; ability and willingness to travel. This position is based in Washington, D.C.

To apply: Send cover letter, resume and salary requirements to hr@lcv.org with Digital Campaigns Manager, Chispa in the subject line no later than December 2, 2016. No phone calls please.

LCV is an Equal Opportunity Employer Committed to a Diverse Workplace.

SEIU (Service Employees International Union)
Position Announcement
National Political Director – Service Employees International Union (SEIU)
Washington, DC

Purpose:
SEIU's National Political Director directs the political program for the Service Employees International Union, a 2 million member organization dedicated to improving lives of workers and their families. SEIU’s political program builds power for workers as part of a wider movement to win a more just society, and is one of the largest and most successful political programs in the country. The National Political Director works with SEIU’s elected leaders to craft strategies and drive programs that:

• Strengthen the political capacity of our local unions and members to hold power at the national, state and local level, including expanding our base of activists, building our internal political fundraising program and improving the skills of our staff and members.
• Build independent political power for SEIU and our partners in a wider movement through developing sustainable civic engagement programs and political organizations, particularly in communities of color.

• Drive our program to elect champions for working families and shift the political debate to focus on agenda that improves the lives of workers and their families and communities.

• Support campaigns to win economic, racial, immigrant and environmental justice at the federal, state and local level, and hold elected officials accountable to those issues.

Primary Responsibilities:

• Oversees SEIU’s efforts with local unions and elected leaders to develop and drive programs to recruit and develop political activism among SEIU’s membership.

• Develops and drives SEIU’s civic engagement initiatives and SEIU’s role with independent political vehicles, including collaborative efforts with national and state partners and funders.

• Develops and drives SEIU’s electoral strategy in collaboration with Officers and local unions. Serves as the primary contact with national political committees and other important electoral actors.

• Works with the Officers, local union leaders and other senior staff to help shape and set the overall agenda for SEIU’s political program.

• Oversees the Department’s plan, staff and budget and works to meet the goals of the union. Serves as a liaison to other department directors to assist them in decision making around key strategies.

  • Coordinate with the Government Relations Director and other staff leaders to support issue campaigns.
  • Coordinate with the Government Relations Director to develop and implement International candidate evaluation, political endorsement and contribution process for candidates and allied organizations.
  • Represent the International Union and Officers on Boards, commissions and national committees when requested.
  • Act as spokesperson or press contact for SEIU on electoral matters.
  • Perform other duties as required.

Contacts:
President and Officers, DivisionDepartment Directors, Local Union Leaders. Candidates and key political party leaders and staff; senior political staff at key partners, including other unions, coalition partners and allies and national organizations, outside counsel and consultants, policy and academic representatives and the press.

Direction and Decision Making:
This position reports to the President and Chief of Staff.

Education and Experience:
A minimum of 10 years' experience in political, organizing or campaign-related work. Degree from an accredited four year college or university is preferred, or experience that is equivalent to a degree.

  • Experience building or strengthening membership-based organizations
  • Knowledge of the labor movement and its partner organizations
  • Knowledge of electoral campaign strategy and tactics
  • Proven ability to develop and maintain a variety of relationships on a variety of levels.
• The ability to manage staff on various levels and problem solve decisively and quickly. Ability to hire, supervise and develop staff at all levels.
• The ability to manage multiple priorities in a timely manner and keep track of a variety of projects.
• Excellent planning and organizational skills, including strategic planning.
• Excellent oral and written communications skills, including the ability to make presentations, plan and develop materials and conferences
• Ability to inspire confidence of others with personal authority, leadership skills and a collegial work style.

Physical Requirements:
Most work is performed in an office setting, but may be required to work in other settings conducive to performing the tasks required to complete assignments. Substantial travel and extended hours required.

To Apply:
Submit a cover letter and resume online at www.grossmanheinz.com (click “Submit Resume” to be directed to the job description and application page). Only applications submitted through this website will be considered. Deadline for applications is November 25, 2016.
SEIU is an equal opportunity employer and does not discriminate in hiring or employment on the basis of race, color, sex, age, personal appearance, sexual orientation, gender identity and expression, family responsibilities, religion, national origin, citizenship status, marital status, genetic information, disability, political or union affiliation, veteran status, or any other characteristic protected by federal, state, or local law.

Apply Here: http://www.Click2apply.net/msdt33csxg

SEIU (Service Employees International Union)

Healthcare Division Director

Washington, DC

Purpose:

The Healthcare Division Director is responsible for overseeing, developing and implementing the organizing and advocacy strategies of the Healthcare Division of SEIU.

Background:

SEIU represents one million healthcare workers in the U.S., Canada and Puerto Rico. The Healthcare Division coordinates the work of the approximately twenty-five local unions with healthcare membership. The Division leads the Union’s overall organizing strategy in the acute and long term care sectors. We are committed to building a powerful organized voice for
healthcare workers; improving the quality of healthcare workers' jobs; and advocating for a more accessible, effective, and just healthcare system.

**Vision:**
As adopted at our recent convention, our goal is to build 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.

**Primary Responsibilities:**
- Develops and implements national strategies to organize non-union healthcare workers, including strategies to organize under traditional labor law and to build alternative forms of worker organization.
- Convenes leadership tables at which local and international leaders make strategic decisions about the program and direction of the Division.
- Directs the staff of the Healthcare Division
- Develops and manages the Division budget
- Leads healthcare advocacy work at the federal level, including efforts to use federal policy to strengthen healthcare workers' ability to organize and to promote improvements in the healthcare delivery system.
- Works with healthcare locals to build a wider movement for social justice, including economic justice, racial justice, immigrant justice, environmental justice, and healthcare justice.
- Coordinates work with national employers, including negotiating national employer agreements.
- Leads efforts to increase the capacity of locals to develop member leaders, organize unorganized workers, engage in political advocacy, and lift the economic standards of healthcare workers.
- Coordinates with other departments and divisions of SEIU.
- Partners with allied organizations and elected officials.
- Responds quickly to the myriad challenges that arise in the daily work of a complex and aspirational organization

**Contacts:**
Includes SEIU staff, elected leadership, local union leaders, International Union officers, staff of other unions, healthcare division leadership board and members and officers, healthcare executive committee members, and leaders, SEIU healthcare locals and elected leaders, healthcare employers, healthcare advocates and allies, and government officials.

**Direction and Decision-Making:**
This position reports to the Executive Vice President for Healthcare and is part of SEIU’s senior leadership team.

**Education and Experience:**
A minimum of 10 years experience in grassroots union, political or issue campaign work, with at least five (5) in a campaign leadership position with staff supervisory responsibility. A degree
from a four year undergraduate institution may substitute for some of the experience, provided that the candidate possesses all, or nearly all, of the following skills and knowledge sets:

- Demonstrated experience leading all aspects of union organizing campaigns.
- Thorough knowledge of healthcare industry and policy.
- Demonstrated experience leading political campaigns and grass-roots issue campaigns.
- Excellent communications skills, both verbally and in writing with a variety of constituencies.
- Demonstrated ability to develop good working relationships and to lead teams.
- Ability to recruit, develop and supervise staff.
- Demonstrated ability to work as part of a high functioning executive team, as well as independently.
- Demonstrated ability to develop and implement strategies, budgets and plans.
- Ability to handle multiple priorities and meet established deadlines.
- Ability to respond well to changing priorities and urgent situations.
- Ability to work effectively with diverse staff and to lead with inclusion and equity.
- Demonstrated ability to exercise discretion and judgment.
- Skill in the use of personal computer and good time management skills.
- High level of organization and proven problem-solving skills.

**Physical Requirements:**

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

**To Apply:**
Submit a cover letter and resume online at [www.grossmanheinz.com](http://www.grossmanheinz.com) (click “Submit Resume” to be directed to the job description and application page). Only applications submitted through this website will be considered. Deadline for applications is November 25, 2016.

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Apply Here: [http://www.Click2apply.net/sf3884vyyz](http://www.Click2apply.net/sf3884vyyz)
workers and their families. SEIU's legislative and policy programs aim to build a more just society, including efforts to raise wages and build power for working people, to win racial justice, to reform our immigration system and to take on the impact of excessive corporate power on our democracy, economy and environment.

**Primary Responsibilities:**

- Leads work with the Officers and local unions to develop and drive the union's legislative and policy platform and agenda. Ensure SEIU's agenda supports the union's plan to grow and build power for working people.
- Oversees communication and advocacy with federal and state elected officials on the International Union's legislative and policy program, including with White House staff, federal agencies, Members of Congress and their staff, and state and local officials.
- Develop and drive legislative and policy campaigns on federal priorities, in collaboration with other departments and Divisions.
- Develop state and local policy and legislative initiatives, in collaboration with the Political Department and other departments and Divisions.
- Oversees the department's budget and staff.
- Manage relationships and collaboration with strategic partners on SEIU's legislative and policy agenda.
- Coordinate with the Political Director to develop and implement International candidate evaluation, political endorsement and contribution process for candidates and allied organizations.
- Represent the International Union and Officers on Boards, commissions and national committees when requested.
- Act as spokesperson and representative for the Union on legislative and policy matters
- Perform other duties as required.

**Contacts:**

- President and other Officers, department and Division directors and local union leaders
- White House and agency officials, Members of Congress and other elected officials, staff and political party leaders, candidates
- Partners, including other unions, outside counsel and consultants, policy and academic leaders and the press

**Direction and Decision Making:**
This position reports to the President and the Chief of Staff and works independently.

**Education and Experience:**
Degree from an accredited four year college or university in political science, public policy, public relations or related field is preferred, or equivalent experience. A minimum of 10-12 years of experience in legislative and policy work, union leadership, organizing or campaign related work.

- Knowledge of public policy legislative process on a federal, state and local level, and a proven ability to advocate for legislative and policy change with the government.
- Knowledge of the labor movement and its partners and allied movements.
- Proven ability to develop and maintain a variety of relationships on a variety of levels.
- Experience with issue, organizing or political campaigns.
• Ability to hire, develop and manage staff on various levels, with proven experience building an equitable and inclusive staff.
• Ability to manage budgets.
• Excellent planning and organizational skills, including strategic planning, including the ability to manage multiple priorities in a timely manner and keep track of a variety of projects.
• Ability to analyze issues, define problems and propose creative solutions in political and legislative environments
• Excellent oral and written communications skills, and ability to make presentations, plan and develop materials and conferences (including leadership and staff training)
• Ability to inspire confidence of others with personal authority, leadership skills and a collegial work style.

Physical Requirements:
Work is generally performed in an office setting, but may be required to work in other settings conducive to performing the tasks required to complete assignments. Some travel extended hours required.

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Apply Here: http://www.Click2apply.net/9yxnn5547h