

EMILY's List JOBS

EMILY'S LIST
ignite change.



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

This is the EMILY's List Job Distribution List for February 15th, 2019.

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

Direct Marketing Manager

EMILY's List, the nation's largest resource for women in politics, is searching for a Direct Marketing Manager to join our Marketing, Development team. EMILY's List has raised over \$600 million to elect pro-choice Democratic women candidates. With a grassroots community of over five million members, EMILY's List helps Democratic women win competitive campaigns – across the country and up and down the ballot – by recruiting and training candidates, supporting strong campaigns, researching the issues that impact women and families, and turning out women voters to the polls. Since our founding in 1985, we have helped elect 150 women to the House, 26 to the Senate, 16 governors, and nearly 1,100 women to state and local office. Nearly 40 percent of the candidates EMILY's List has helped elect to Congress have been women of color. During the historic 2017-2018 cycle, EMILY's List raised a record-breaking \$110 million dollars and launched a record independent expenditure campaign. We helped elect 34 new women to the House, including 24 red-to-blue victories; enough seats to have delivered the U.S. House majority alone. Since the 2016 election, more than 40,000 women have reached out to EMILY's List about running for office laying the groundwork for the next decade of candidates for local, state and national offices.

Principal Responsibilities

The Direct Marketing Manager will oversee all aspects of the EMILY's List direct mail and telemarketing programs. The Direct Marketing Manager will assist in the overall strategy of EMILY's List's fundraising efforts through direct mail and telemarketing to maximize fundraising for the organization. Along with the Direct Marketing Assistant, the Direct Marketing Manager will oversee the approval process for all copy for the marketing program. This position works closely with our outside direct marketing consultants and reports to the Marketing Director.

Specific Duties

- Work with Marketing Director and outside consultants to develop direct mail and telemarketing strategies for acquiring, reinstating, cultivating, and retaining low and mid-dollar range donors;
- Manage outside consultants and vendors;
- Manage all aspects of direct mail campaigns including the full creative process, from copywriting and design to production;

- Manage all aspects of telemarketing campaigns from script development to monitoring performance;
- Oversee the vetting process for all marketing copy, including editing, proofreading, and ensuring all appropriate staff have signed off.
- Track, report and reconcile all expenses for the direct marketing program;
- Manage and supervise production of in-house development materials for the major gifts, planned giving, and marketing programs.
- Supervise Direct Marketing Assistant;
- Assist in developing a powerful, continually expanding donor base;
- Help to strengthen the EMILY's List brand and ensure that it is relevant to Democrats and other constituencies;
- Thoroughly understand EMILY's List, its mission and policies, culture, history, vision, and finances; and
- 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. Two to four years of relevant experience preferred. Knowledge of Excel, as well as writing and direct mail experience preferred, 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 marketingjobs@emilyslist.org with the subject including your name and the job title. **No calls, please.**

EMILY's List prohibits discrimination of employment, promotion, compensation, terms, conditions, or privileges of employment based on gender, disability, race, age, national origin, color, creed, sexual orientation, sex (including marital and parental status), gender identity and expression, religion, economic status, ethnic identity, veteran's status, or any other basis prohibited by applicable law.

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.

Finance Advisor

EMILY's List, the nation's largest resource for women in politics, is searching for a Finance Advisor to join our Campaigns team. EMILY's List has raised over \$600 million to elect pro-choice Democratic women candidates. With a grassroots community of over five million members, EMILY's List helps Democratic women win competitive campaigns – across the country and up and down the ballot – by recruiting and training candidates, supporting strong campaigns, researching the issues that impact women and families, and turning out women voters to the polls. Since our founding in 1985, we have helped elect 150 women to the House, 26 to the Senate, 16 governors, and nearly 1,100 women to state and local office. Nearly 40 percent of the candidates EMILY's List has helped elect to Congress have been women of color. During the historic 2017-2018 cycle, EMILY's List raised a record-breaking \$110 million dollars and launched a record independent expenditure campaign. We helped elect 34 new women to the House, including 24 red-to-blue victories; enough seats to have delivered the U.S. House majority alone. Since the 2016 election, more than 40,000 women have reached out to EMILY's List about running for office laying the groundwork for the next decade of candidates for local, state and national offices.

Principal Responsibilities

As a member of the Campaigns Department, the Campaign Finance Advisor will work to assess the fundraising operations of pro-choice Democratic women candidates. The Campaign Finance Advisor helps guide campaigns through the course of assessment and endorsement and evaluates the fundraising operation continuously throughout the course of the campaign for endorsed candidates.

Specific Duties

- Assess candidate campaign's finance operations by utilizing the abilities to do the following:
 - Find effective finance directors and other fundraising staff;
 - Write fundraising plans that includes groups of donor targets, tools and raising strategies;
 - Project realistic goals including digital and direct mail projections
 - Employ call time that is effective and regular;
 - Implement a complete and efficient system for call time;

- Establish high-quality systems for tracking campaign income, processing contributions, motivating surrogate fundraisers, planning fundraisers, and all other aspects of the campaign fundraising operation;
- Utilize database software for maintaining fundraising records;
- Write effective fundraising solicitation and re-solicitation mail and email that are in compliance with all FEC laws.
- Work as part of the team of EMILY's List staff who evaluates other aspects of the campaigns;
- Work with campaign managers and finance directors on assessing overall campaign budget;
- Communicate needs and goals of EMILY's List mailing process for endorsed Candidates;
- Help to screen and advise campaigns on fundraising and digital consultants, contracts, and relationships;
- Train candidates and staff on the proper way to ask for money and develop fundraising messages;
- Assist with the EMILY's List fundraising training program.
- Perform other duties as assigned.

Qualifications

The Campaign Finance Advisor must be a self-starter with a minimum of five years campaign fundraising experience; must have progressed through the ranks serving as Finance Director on at least two campaigns. Must possess excellent communication skills and have fundamental knowledge of Federal Election Law. Must have extensive Excel skills and familiarity with NGP Software. Must have a commitment to diversity of our candidates, membership, partners, and staff.

Commitment and passion to elect Pro-Choice Democratic Women required.

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

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Human Resources Assistant

EMILY's List, the nation's largest resource for women in politics, is searching for a Human Resources Assistant to join our Administration team. EMILY's List has raised over \$600 million to elect pro-choice Democratic women candidates. With a grassroots community of over five million members, EMILY's List helps Democratic women win competitive campaigns – across the country and up and down the ballot – by recruiting and training candidates, supporting strong campaigns, researching the issues that impact women and families, and turning out women voters to the polls. Since our founding in 1985, we have helped elect 150 women to the House, 26 to the Senate, 16 governors, and nearly 1,100 women to state and local office. Nearly 40 percent of the candidates EMILY's List has helped elect to Congress have been women of color. During the historic 2017-2018 cycle, EMILY's List raised a record-breaking \$110 million dollars and launched a record independent expenditure campaign. We helped elect 34 new women to the House, including 24 red-to-blue victories; enough seats to have delivered the U.S. House majority alone. Since the 2016 election, more than 40,000 women have reached out to EMILY's List about running for office laying the groundwork for the next decade of candidates for local, state and national offices.

Principal Responsibilities

The HR Assistant is an integral part of the Administration team. As HR Assistant, this position is pivotal to the Human Resources and Operations team providing support to the Payroll and Benefits Manager as well as the Receptionist. Also serving as the internship program coordinator, the HR Assistant works to ensure interns are given a unique and fruitful experience.

Specific Duties

- Manages intern recruiting, hiring, and programming;
- Assists with payroll processing and benefits administration;
- Posts job announcements to various recruiting outlets and maintains job listings on the EMILY's List website;
- Administers hiring tests for hiring managers as needed;
- Assists with Diversity and Inclusion programming;
- Assists with the onboarding process for all new staff;

- Maintains EMILY's List alumni lists and alumni programming;
- Serves as primary backup to the Receptionist to include screening incoming calls, mail distribution, coordinating kitchen duties and general office upkeep;
- Works closely with the Receptionist to efficiently manage office procedures;
- Works alongside the finance and compliance assistant to ensure intern payments are done with accuracy;
- Provides administrative support to the CAO as needed;
- Processes check requests and expense reports for the Administration team;
- Perform other duties as assigned.

Qualifications

- Ability to present a professional demeanor in both appearance and attitude;
- Ability to be patient and discreet;
- Previous HR experience a plus;
- Ability to work with a sense of urgency;
- Ability to multitask successfully in a high-volume, fast-paced office environment;
- Commitment to electing pro-choice Democratic women;
- Commitment to the diversity of our candidates, membership, partners, and staff.

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Finance and Compliance Manager

EMILY's List, the nation's largest resource for women in politics, is searching for a Finance and Compliance Manager to join our Finance and Compliance team. EMILY's List has raised over \$600 million to elect pro-choice Democratic women candidates. With a grassroots community of over five million members, EMILY's List helps Democratic women win competitive campaigns – across the country and up and down the ballot – by recruiting and training candidates, supporting strong campaigns, researching the issues that impact women and families, and turning out women voters to the polls. Since our founding in 1985, we have helped elect 150 women to the House, 26 to the Senate, 16 governors, and nearly 1,100 women to state and local office. Nearly 40 percent of the candidates EMILY's List has helped elect to Congress have been women of color. During the historic 2017-2018 cycle, EMILY's List raised a record-breaking \$110 million dollars and launched a record independent expenditure campaign. We helped elect 34 new women to the House, including 24 red-to-blue victories; enough seats to have delivered the U.S. House majority alone. Since the 2016 election, more than 40,000 women have reached out to EMILY's List about running for office laying the groundwork for the next decade of candidates for local, state and national offices.

Principal Responsibilities

The principal responsibilities of the Finance and Compliance Manager are to work with the CFO to ensure EMILY's List meets all Federal and State filing requirements. The Finance and Compliance Manager will assist the CFO in dealing with compliance issues with recommended campaigns and will act as the primary liaison between EMILY's List and its receipt processing vendor. The Finance and Compliance Manager will oversee all accounts payable, reporting and earmarking/bundling processes. Finally, the Finance and Compliance Manager will stay abreast of all federal and state election regulations and serve as the main support to the CFO.

Specific Duties

- Ensure that all contributions are processed according to donor intent; oversee system of documentation for donor communication;
- Oversee, Vet and track all candidate contributions as necessary;

- Manage the compliance department's relationship with recommended campaigns.
- Work with campaigns to help with compliance issues, bank reconciliation, and FEC reporting. Serve as liaison to banks and merchant services providers to help campaigns open new bank accounts, merchant accounts, and web processing gateways;
- Manage candidate mailing process for the Finance and Compliance department.
- Track, reconcile and disburse earmark funds to endorsed candidates on a weekly basis;
- Oversee the distribution of candidate data to campaigns on a weekly basis;
- Prepare monthly FEC reports for review by the CFO;
- Prepare quarterly IRS reports for review by the CFO;
- Work with the Independent Expenditure team to track, pay and report all Independent Expenditures per Federal and State regulations;
- Prepare all state reports for review by CFO; ensure timeliness of all reporting;
- Maintain State and Federal Election filing calendar. Distribute filing deadline information to caging company and data entry staff to ensure proper filing requirements are being met;
- Manage Accounts Payable process and positive pay uploads;
- Review and track employee expense reporting on a monthly basis; including training, submission and approvals.
- Provide support to compliance assistant on daily job responsibilities, FEC regulations and act as backup for internal daily reporting;
- Act as a resource for compliance staff and interns to ensure compliance with federal and state election regulations;
- Be apprised of all possible changes in Federal and State election law effecting EMILY's List activities;
- Work with outside counsel, CPA, and CFO to legally establish new state and federal committees and open new bank accounts/merchant accounts in accordance with state and federal law;
- Coordinate with CFO to review and make recommendations to improve processes for deposits, web contributions, data entry, data transmissions to candidates, check requests, and cashiering;
- Assist the CFO in managing the finances of American Women;
- Provide support to CFO as needed.
- Perform other duties as assigned.

Qualifications

The ideal candidate must be detail oriented, proficient in MS Excel, Microsoft Dynamics Nav or other accounting software, and have 2-3 years' experience dealing with federal and state election laws and reporting requirements. Knowledge of Concur web platform and Raiser's Edge a plus. Commitment to the diversity of our candidates, membership, partners, and staff; as well as a commitment and passion to elect Pro-Choice Democratic Women is required.

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The logo features the text "EMILY's List JOBS" in a bold, orange, sans-serif font. The background is a light gray with a faint architectural structure of columns and a diagonal beam.The logo consists of the text "EMILY'S LIST" in a dark gray, sans-serif font, with "ignite change." in a smaller font below it. To the right is a stylized graphic of a rising sun or flame in orange and red.

Deputy Director of Campaign Communications for State and Local

EMILY's List, the nation's largest resource for women in politics, is searching for an Deputy Director of Campaign Communications for State and Local to join our Communications team. EMILY's List has raised over \$600 million to elect pro-choice Democratic women candidates. With a grassroots community of over five million members, EMILY's List helps Democratic women win competitive campaigns – across the country and up and down the ballot – by recruiting and training candidates, supporting strong campaigns, researching the issues that impact women and families, and turning out women voters to the polls. Since our founding in 1985, we have helped elect 150 women to the House, 26 to the Senate, 16 governors, and nearly 1,100 women to state and local office. Nearly 40 percent of the candidates EMILY's List has helped elect to Congress have been women of color. During the historic 2017-2018 cycle, EMILY's List raised a record-breaking \$110 million dollars and launched a record independent expenditure campaign. We helped elect 34 new women to the House, including 24 red-to-blue victories; enough seats to have delivered the U.S. House majority alone. Since the 2016 election, more than 40,000 women have reached out to EMILY's List about running for office laying the groundwork for the next decade of candidates for local, state and national offices.

Principal Responsibilities

The Deputy Director of Campaign Communications for State and Local promotes the mission of EMILY's List and is an advocate for strong, pro-choice Democratic women candidates and elected officials throughout the country. The Deputy Director of Campaign Communications for State and Local manages the organization's positioning within the news of the day and capitalizes on creative opportunities for the organization and its down-ballot candidates.

Specific Duties

- Work with campaigns and endorsed down-ballot candidates to create effective media and messaging strategies;

- Draft and deliver talking points for EL staff and state and local candidates, assist with media training, as needed;
- Act as communications hub for breaking news events; help initiate and manage organization's rapid response on state and local issues;
- Collaborate with communications team and organization leadership to craft responses in a timely manner;
- Serve as a leader in time-sensitive situations by advising leadership, planning communications strategies, and managing staff and resources to achieve organizational goals;
- Craft and maintain communications plan and endorsement calendar to include all organizational press and communications rollouts.
- Work with Campaigns Department to help with state and local campaign communications efforts, interact directly with campaigns to provide resources, guidance as needed;
- Manage process by which materials are created for the communications department including, but not limited to, briefing materials, press releases, talking points, op-eds, etc.;
- Create opportunities showcasing EMILY's List staff, accomplishments, endorsed candidates, and mission that generates positive press coverage in varied outlets;
- Be an aggressive and quick-thinking originator of stories to pitch on behalf of EMILY's List and our endorsed candidates;
- Serve as on-record spokesperson for the organization as needed;
- Assist with booking, pitching process within the organization;
- Perform other duties as assigned.

Qualifications

- Must have experience in communications, working with press;
- Experience in a rapid response media environment;
- At least one cycle of campaign experience or state legislative press experience is strongly preferred;
- Experienced manager of people and processes;
- Ability to communicate effectively with diverse audiences and write quickly and in a compelling manner about multiple topics;
- Energetic ability to multi-task and manage projects in a fast-paced and changeable environment; willingness to invest multiple teams and stakeholders in communications efforts;
- Ability to use multiple mediums and approaches including new media to create multi-faced and effective campaigns;
- Ability to work independently and collaboratively;
- Commitment to electing pro-choice Democratic women;
- Strong, determined team-player with ready sense of humor, thick skin, and a demonstrated willingness to work hard and take risks;
- Commitment to the diversity of our candidates, membership, partners, and staff.

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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. EMILY's List has raised over \$500 million to support pro-choice Democratic women candidates – making them one of the most successful political organizations ever. Our grassroots community of over five million members helps Democratic women wage competitive campaigns – and win. 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 helped elect 116 women to the House, 23 to the Senate, 12 governors, and over 800 to state and local office. Forty percent of the candidates EMILY's List has helped elect to Congress have been women of color. Since the 2016 election, thousands of women and counting have reached out to us about running for office. To harness this energy, EMILY's List has launched Run to Win, an unprecedented effort to help more women run and win at the local, state, and national levels.

Principal Responsibilities

The Digital Department is responsible for engaging and growing the EMILY's List community and providing online resources for EMILY's List candidates. The department works closely with the Campaigns, Training, Development, and Communications teams to ensure our online program advances the organization's fundraising, 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 as directed;

- Manage internal fulfillment projects for digital promotions, such as sustainer upsells and contests;
- Contribute to the digital team's weekly brainstorming and planning meetings;
- Serve as lunch hour back-up and break relief for front desk staff as needed;
- Other projects as assigned.

Requirements

- Extremely detail-oriented and able to work independently to meet deadlines.
- Familiarity with HTML, Excel, online fundraising, and advocacy best practices.
- Experience working or interning in digital or communications, preferably in a political or nonprofit organization or campaign.

Candidates should be able to handle multiple projects at once, work well under deadline, and understand that the internet isn't always a 9 to 6 kind of job. Must have a commitment to the diversity of our candidates, membership, partners, and staff and the commitment and passion to elect pro-choice Democratic women.

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Political Advisor

EMILY's List, the nation's largest resource for women in politics, is searching for a Political Advisor to join our Campaigns team. EMILY's List has raised over \$600 million to elect pro-choice Democratic women candidates. With a grassroots community of over five million members, EMILY's List helps Democratic women win competitive campaigns – across the country and up and down the ballot – by recruiting and training candidates, supporting strong campaigns, researching the issues that impact women and families, and turning out women voters to the polls. Since our founding in 1985, we have helped elect 150 women to the House, 26 to the Senate, 16 governors, and nearly 1,100 women to state and local office. Nearly 40 percent of the candidates EMILY's List has helped elect to Congress have been women of color. During the historic 2017-2018 cycle, EMILY's List raised a record-breaking \$110 million dollars and launched a record independent expenditure campaign. We helped elect 34 new women to the House, including 24 red-to-blue victories; enough seats to have delivered the U.S. House majority alone. Since the 2016 election, more than 40,000 women have reached out to EMILY's List about running for office laying the groundwork for the next decade of candidates for local, state and national offices.

Principal Responsibilities

As a member of the Campaigns Department, the Political Advisor will work to assess the overall campaigns of Pro-Choice Democratic women candidates. The Political Advisor serves as a critical link between EMILY's List and campaigns on the ground by providing professional advice to the campaign and assessing its operation. The Political Advisor also helps guide campaigns through the course of assessment and endorsement and evaluates the campaign operation continuously throughout the course of the campaign for endorsed candidates.

Specific Duties

- Develop and maintain political relationships to identify and recruit strong Pro-Choice Democratic women to run in competitive races;
- Work directly with campaigns and advise them on critical components of their operation including:
 - Building a professional campaign team including recruiting effective campaign managers and other campaign staff;

- Developing and maintaining campaign budgets and plans;
 - Building and executing the campaign strategic plan;
 - Recommending media consultants, pollsters, mail consultants and other consultants;
 - Reading polls;
 - Reviewing and understanding television ad buys;
 - Establishing high-quality campaign structures for field, research, communications, digital, and fundraising;
 - Working directly with prospective and endorsed candidates;
 - Building strong relationships with candidates and campaign staff on behalf of EMILY's List.
- Communicate needs and goals of EMILY's List endorsement process for candidates;
 - Understand the needs of individual campaigns and advocate for support from EMILY's List on their behalf;
 - Assist with the EMILY's List training program;
 - Performs other duties as assigned.

Qualifications

The Political Advisor must be a self-starter with at least six years of campaign and electoral experience, including federal campaign experience. Campaign management experience is highly desired. The Political Advisor must have a strong interest in electing Pro-Choice Democratic Women to office, possess excellent communication skills, good attention to detail, the ability to think on one's feet, a sense of humor, and a commitment to the diversity of our staff, candidates, members, and partners. The Political Advisor must be willing to travel extensively. Commitment to the diversity of our candidates, membership, partners, and staff required. Commitment and passion to elect Pro-Choice Democratic Women required.

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Director of Campaign Communications

EMILY's List, the nation's largest resource for women in politics, is searching for a Director of Campaign Communications to join our Communications team. EMILY's List has raised over \$600 million to elect pro-choice Democratic women candidates. With a grassroots community of over five million members, EMILY's List helps Democratic women win competitive campaigns – across the country and up and down the ballot – by recruiting and training candidates, supporting strong campaigns, researching the issues that impact women and families, and turning out women voters to the polls. Since our founding in 1985, we have helped elect 150 women to the House, 26 to the Senate, 16 governors, and nearly 1,100 women to state and local office. Nearly 40 percent of the candidates EMILY's List has helped elect to Congress have been women of color. During the historic 2017-2018 cycle, EMILY's List raised a record-breaking \$110 million dollars and launched a record independent expenditure campaign. We helped elect 34 new women to the House, including 24 red-to-blue victories; enough seats to have delivered the U.S. House majority alone. Since the 2016 election, more than 40,000 women have reached out to EMILY's List about running for office laying the groundwork for the next decade of candidates for local, state and national offices.

Principal Responsibilities

The Director of Campaign Communications promotes the mission of EMILY's List and is an advocate for strong, pro-choice Democratic women candidates and elected officials throughout the country. The Director of Campaign Communications manages the organization's communications strategies with endorsed candidates and capitalizes on creative opportunities for the organization and its candidates.

Specific Duties

- Act as a communications consultant and resource to EMILY's List's endorsed candidates, providing strategic advice, communications support, and rapid response guidance;
- Oversee nationwide campaign communications, including pitching and working with national reporters interested in our campaigns, thereby uplifting our endorsed candidates nationally;

- Design and implement process for communications team to serve the campaigns department;
- Manage the campaigns communications team that will interface with federal, gubernatorial, and state and local races;
- Collaborate with communications team and organization leadership to craft responses in a timely manner;
- Serve as a leader in time sensitive situations by advising leadership, planning communications strategies, and managing staff and resources to achieve organizational goals;
- Craft and manage the maintenance of campaign communications plan and calendars for all campaign-related initiatives, events, roll outs;
- Help manage process by which materials are created for the communications department including, but not limited to, briefing materials, press releases, talking points, op-eds, etc.;
- Be an aggressive and quick-thinking originator of stories to pitch on behalf of EMILY's List and our endorsed candidates;
- Draft and deliver talking points for EMILY's List staff and candidates; assist with media training and candidate prep, as needed;
- Serve as on-record spokesperson for the organization as needed;
- Assist with booking and pitching for the organization and our candidates, as needed;
- Perform other duties as assigned.

Qualifications

- Minimum of five years experience in communications, including at least one—but preferably several—senior communications role on a campaign is required;
- Experience in a rapid response media environment;
- Extensive and varied on the record experience and established relationships with political reporters;
- Ability to communicate effectively with diverse audiences and write quickly and in a compelling manner about multiple topics;
- Energetic ability to multi-task and manage projects in a fast-paced and changeable environment; willingness to invest multiple teams and stakeholders in communications efforts;
- Ability to work independently and collaboratively;
- Commitment to electing pro-choice Democratic women;
- Strong, determined team-player with ready sense of humor, thick skin, and a demonstrated willingness to work hard and take risks;
- Commitment to diversity of our candidates, membership, partners, and staff;
- Experienced manager of people (a press shop) and processes.

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Communications & Operations Associate

Renewable Energy Vermont (REV) represents businesses, non-profits, utilities, and individuals committed to reducing our reliance on fossil fuels by increasing clean renewable energy and energy efficiency in Vermont. Vermont's clean energy economy supports at least 18,800 sustainable jobs at 2,519 businesses, representing approximately 6% of Vermont's workforce. Together, we will achieve 100% total renewable energy (electric, thermal, transportation).

Position Summary:

REV seeks a team oriented person to implement a broad array of communications, outreach, and operations work. The communications and operations associate will create and manage REV's outreach and marketing efforts including press releases, videos, event presence, websites, social media channels, email newsletters, factsheets, and more. The position also includes administrative work such as office and data management, requiring the ability to interface comfortably with various software programs and great attention to detail. As the front line of customer service, the associate serves as the first point of contact for REV, answering the phone to all general public and REV member questions. The associate will support REV's Executive Director and Assistant Director on various tasks to progress our dynamic non-profit organization's mission.

Qualifications:

- Passion for achieving Vermont's clean energy future
- Bachelor's Degree
- Persuasive written and verbal communication skills
- Very strong organizational skills and attention to detail
- Ability to work autonomously and as a team-player within a fast-paced environment
- Demonstrated ability to build and maintain relationships with a wide array of people and organizations
- Skilled at problem-solving regarding information technology
- Experience with digital media and graphic design with Adobe Create Cloud Products preferred
- Flexibility and humor

To apply, please send a resume, cover letter, and brief writing sample to info@revermont.org. Candidates should include salary requirements in their cover letter. Position open until filled.

Join our team if you want to collaborate with fun co-workers and association members who share a passion for reducing climate pollution through entrepreneurial innovation. Full time REV team members receive a strong benefit plan including flexible leave, matching retirement IRA, cafeteria health benefits, flexible work schedule, and teleworking.

Union Organizer-in-Training

Bilingual (Tagalog/English) Union Organizer-in-Training / Health Care Campaigns
Fluency in Tagalog & English is required.
Oakland, CA

We are seeking energetic and passionate individuals interested in starting social justice careers in labor organizing. For 100 years, SEIU has been helping workers stand up for their rights, fighting for dignity, respect and better conditions in workplaces and communities. With a membership 2.1 million strong, SEIU is the fastest-growing union in the United States and our diverse leaders and staff support workers as they speak out for good jobs and better lives for themselves and their families.

The SEIU Organizer-in-Training (OIT) Program is a 12-month training program. As an Organizer-in-Training with the SEIU, you will be assigned to organizing campaigns, trained on the fundamentals of union organizing and will have the opportunity to learn the skills needed to help workers build power in the workplace. **The OIT program trains labor organizers to assist and empower non-union workers to join unions and is different from other training programs that focus on developing political/electoral or community organizing skills.**

Key Responsibilities:

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

Required Qualifications:

- **Fluency in Tagalog & English is required.**
- Demonstrated commitment to social and economic justice.
- Ability and willingness to work long and irregular hours, including nights and weekends.
- Excellent listening, oral and written communication skills.
- Basic computer literacy and ability to learn the organization's technology tools.
- Ability to work independently as well as with a team.
- Willingness to conduct work site and home visits.
- Strong planning, time-management and problem-solving skills.

- Willingness to work with people from diverse cultures and backgrounds.
- Possession of a valid U.S. driver's license, proof of auto insurance, and an automobile for business use.
- Ability and willingness to travel on a frequent and extensive basis is required.
- If offered an Organizer-in-Training position, you will be required to relocate to Oakland, CA . Relocation costs are not covered by SEIU.

Compensation:

- Salary and benefits are set by collective bargaining agreement. Salary is \$49,920/annual and benefits include fully employer-paid health benefits package, \$570/month car allowance, \$60/month cell phone allowance, and other benefits outlined in the policies of SEIU and the staff union contract. This is a full-time, salaried, over-time exempt position.

Application Requirements:

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

Apply here: <http://www.Click2apply.net/hd6hmxvzrdtyn4p4>

Graphic Solutions Consultant/Color Sales Specialist

Your *Graphics and Color Sales expertise* and Riot's color production prowess will create a powerful solution for your customers looking for high quality color graphics with short turn times.

Apply today to take the first step towards being a Graphic Solutions Consultant/Color Sales Specialist at Riot Creative Imaging.

Be Prepared to:

- Develop a strategic plan for exceeding revenue goals and maximizing long-term account revenue opportunities
- Demonstrate strong Prospecting, Pitching, and Closing skills
- Showcase your Cold-Calling and Prospecting Skills daily
- Manage complex sales cycles utilizing a consultative solution selling approach
- Utilize internal resources, including experienced production personnel, installation teams, and vendor partners to present complete solutions to prospective customers

Helpful Experience:

- Print Sales, with Large Format Color experience a plus
- Knowledge of Digital Print Sales to advertising, marketing, and interior design professionals

Qualified candidates that join the Riot Team will also enjoy wowing their customers with more exotic color solutions, including Environmental Graphics (Wall Murals, Custom Wall Paper, Decorative Window/Glass Designs, Logo Signage, etc.), Retail Solutions (POP/POS), and Grand Format Building Wraps. Top candidates will be prepared to pursue these opportunities with Advertising and Marketing Professionals, Project Managers, Facilities Managers, and Interior Designers.

Possess:

- Excellent cold-calling, objection-handling, and closing skills
- Strong oral and written communication skills
- Drive to produce high level of sales performance and quota overachievement
- Microsoft Office and CRM (Salesforce preferred) skills
- Dynamic, outgoing personality to distinguish yourself at networking events
- Prospecting talents, including effective communication using social media, internet, email, and telephone to secure in-person appointments

Apply Here: <http://www.Click2Apply.net/nfcx646sj7p3vhbc>

Staff Attorney

Job Title: Staff Attorney Annual Pay: 80K-100K/YR

Location: New York or Washington, DC

Assistant General Counsel

Change to Win is seeking an **Assistant General Counsel** in New York City to provide cutting edge legal research and strategic guidance to support campaigns that challenge the power and conduct of America's largest corporations.

This position demands creativity and resourcefulness, as the Assistant General Counsel is called upon to engage a wide variety of cutting edge legal issues, challenging legal questions, and areas of the law. The Assistant General Counsel conducts legal research and develops campaign strategy in collaboration with Change to Win and affiliate legal, research, organizing and communications staff on a range of subject areas including corporate accountability, competition/antitrust, consumer protection, civil rights, and employment/workplace issues. The Assistant General Counsel is also responsible for crafting regulatory complaints at the state and national level, advocating directly with agencies and regulators, and collaborating with affiliates and allies on public policy and legislation.

Change to Win is a dynamic coalition of North America's most progressive labor unions and a leading force for social, racial and economic justice in our country. We engage in campaigns that confront corporations to make them take responsibility for business practices that harm workers and consumers in the U.S. and globally.

Responsibilities:

- Provide legal advice and review on strategies and tactics related to organizing and corporate responsibility campaigns
- Research and develop new legal theories to advance worker and consumer rights and protections
- Advocate directly to regulators for enforcement action, policy reforms and rulemaking
- Assist workers in their efforts to change their workplaces
- Provide advice on the drafting of federal and state legislation
- Help develop public messaging of campaigns
- Collaborate with union affiliates, outside law firms and other external allies

Job Qualifications:

- Law degree and at least 4 years of post-law school legal experience
- Have a passion for justice and a strong commitment to workers' rights
- Excellent research and writing skills
- Ability to drive ideas, collaborate and manage initiatives
- A driver's license and travel required
- Judicial clerkship a plus
- Law firm experience a plus

Compensation: \$80-\$100k plus excellent benefits. Women and people of color are strongly urged to apply. CtW does not discriminate in any of its programs, procedures or practices on the basis of age, color, disability, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, gender identity or expression, or veteran status.

How to Apply: Email cover letter, resume and writing sample. Please reference Assistant General Counsel in the subject line.

Apply Here: <http://www.Click2apply.net/2dhvydd2zx85bcw>

Regional Field Director - Overview

A progressive candidate in the Queen's DA race is seeking highly motivated, passionate and talented Regional Field Directors for our community based organizing program. This is a multi-million dollar campaign effort and the largest race on the East Coast prior to November 2019. We are looking for staff that can make commitments from January through late-June of 2019. Incredibly competitive pay and benefits. Contact: Please email your resume & three references with "Queens Regional Field Director" in the subject line to nicole.k.otake@gmail.com

Key Responsibilities:

- Manage and coach a team of organizers to recruit, train and manage volunteers; hold organizers accountable to metric goals
- Develop regional organizing plans that reflect unique realities of the region and are consistent with the statewide field plan
- Build and maintain political relationships with local leaders; leverage capacity from local partner groups
- Consistently meet daily and weekly metric goals; ensure data quality within the region
- Build a strong and supportive team culture
- Execute digital organizing

Skills & Qualifications:

- At least 1-2 cycles of competitive campaign organizing experience
- Strong interpersonal skills; strong sense of self-awareness
- Flexible, adaptable and solutions-oriented
- Goal oriented and numbers driven
- Ability to meet tight deadlines under pressure
- Working knowledge of VAN/Votebuilder and other campaign technology platforms
- Ability to work long and irregular hours in a fast paced, metrics- driven work environment
- Ability to relocate as necessary

Our firm, and more importantly our client, are committed to diversity among its staff and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to clients. We are an equal

opportunity employer and it is our policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, veteran status, gender identity or expression, ethnic identity or disability, or any other legally protected basis. We are committed to providing reasonable accommodations to individuals with disabilities in the hiring process and on the job, as required by applicable law. We (E Street Group + client) will not tolerate any unlawful discrimination and any such conduct is strictly prohibited.

Organizer Position - Overview

A progressive candidate in the Queen's DA race is seeking highly motivated, passionate and talented Organizers for our community based organizing program. This is a multi-million dollar campaign effort and the largest race on the East Coast prior to November 2019. We are looking for staff that can make commitments from January through late-June of 2019. Incredibly competitive pay and benefits. Contact: Please email your resume & three references with "Queens Organizer" in the subject line to mileszcooper@gmail.com

Role Overview

Organizers will be responsible for various tasks focused on community engagement and capacity building. Organizers should be high energy, outgoing, enthusiastic, and willing to work long hours. Candidates with experience building coalitions among diverse groups of people and experience holding volunteers accountable are preferred. Organizers report directly to a Regional Organizing Director.

Tasks & Responsibilities

Including, but not limited to:

- Recruit, train and manage fellows and volunteers and expand the volunteer network
- Plan and manage voter registration events, phone banks and canvasses
- Knock on doors and make phone calls
- Amplify message, recruit volunteers and create online communities using social media platforms
- Help create a program that reflects assigned organizing regions

Required Skills & Background

- Exceptionally well organized with the ability to meet strict deadlines
- Excellent written and verbal communication skills
- Strong interpersonal skills and ability to communicate with people from different backgrounds to manage and supervise teams
- Disciplined and solution-oriented approach to all tasks
- Must have access to a vehicle and a cell phone
- Commitment to electing all Democrats on the ballot

Preferred Background & Experience

- Previous campaign experience
- Proficiency with Votebuilder/VAN

Diverse candidates are strongly encouraged to apply. Our firm, and more importantly our client, are committed to diversity among its staff and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to clients. We are an equal opportunity employer and it is our policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, veteran status, gender identity or expression, ethnic identity or disability, or any other legally protected basis. We are committed to providing reasonable accommodations to individuals with disabilities in the hiring process and on the job, as required by applicable law. We (E Street Group + client) will not tolerate any unlawful discrimination and any such conduct is strictly prohibited.

Legislative Representative (Climate Change and Clean Energy)

Status: Exempt

Reports to: Legislative Director

Positions Reporting to this Position: None

General Description:

The League of Conservation Voters (LCV) works to turn environmental values into national, state and local priorities. LCV, in collaboration with our state LCV partners, advocates for sound environmental laws and policies, holds elected officials accountable for their votes and actions, and elects pro-environment candidates who will champion our priority issues.

LCV's work to protect and advocate for the environment is rooted in our commitment to racial, social and environmental justice. Communities of color are disproportionately impacted by climate change and pollution. For this reason, racial justice and equity are inextricably linked to protecting our environment. Within the organization, we are actively building a workplace culture that demonstrates how we value equity and inclusion through more intentional and inclusive practices. We are committed to building an organization that represents a variety of backgrounds, perspectives, and skills.

LCV is hiring a Legislative Representative to help lead our advocacy work around clean energy and climate change policy. We are seeking a dynamic addition to our team to help promote our proactive legislative agenda and defend against executive branch attacks on core environmental protections and attempts to reverse progress on climate change, clean energy and other issues.

Responsibilities:

- Work closely with the Legislative Director and the VP of Government Affairs to craft and implement LCV's work on federal climate and energy policy, including our proactive legislative agenda and leading the fight against attacks on our nation's clean cars standards and other recent climate progress.
- Ensure that all of our climate policy work is advancing racial justice and equity, including through partnerships and coalitions and engagement with leaders of color in Congress.
- Collaborate with LCV's Policy and Lobbying team, outside coalitions, and our state league partners to block, weaken or delay Congressional or executive branch attacks on our nation's bedrock environmental laws and recent progress.

- Directly lobby members of Congress and their staff, and possibly administration officials.
- Research, track and analyze environmental legislation and executive branch actions.
- Assist in the production of LCV's nationally-recognized *National Environmental Scorecard*.
- Ensure the accuracy of LCV's public materials, work with the Membership and Online Engagement, Communications, Field, and Chispa teams to advance our policy priorities.
- Partner with the Conservation Voter Movement, a network of over 30 state leagues, on various projects and provide timely updates on federal legislation.
- Assist with LCV's electoral work, including work with candidates, PAC investments and the Congressional Candidate Questionnaire.
- Collaborate with the Development department and other staff to craft materials that will help raise resources for our climate and clean energy work.
- Other duties as assigned.

Qualifications:

- **Work Experience:** Must have at least 3-5 years of work experience, with one year experience working on Capitol Hill, in the executive branch, or at an advocacy or political organization.
- **Skills:** Policy analysis and research, federal government relations, coalition-building, excellent written and oral communication skills, including delivering public presentations. Organized and attentive to details; commitment to teamwork and community; ability to handle multiple tasks, effectively prioritize and thrive in a fast-paced setting. Strong interpersonal and communications skills with an ability to develop relationships with individuals representing a rich mix of race, gender, talent, experience, and background. Demonstrated ability to apply a racial justice lens to policy analysis. Experience using social media tools, such as Facebook and Twitter, preferred.
- **Cultural Competence:** Shares LCV's commitment to increasing racial diversity in our movement and organization, integrating justice and equity into the work we do and ensuring an inclusive organizational culture. Commitment to environmental protection and mission of LCV.
- **Conditions:** Able to work long hours to get the job done. This position is based in Washington, D.C.

To Apply: Send cover letter and resume to hr@lcv.org with "Legislative Representative" in the subject line no later than February 22, 2019. No phone calls please.

LCV is an Equal Opportunity Employer committed to a racially just, equitable and inclusive workplace.

Digital Marketing Coordinator

Status: Exempt

Reports To: Director of Digital Strategy

Positions Reporting To This Position: None

General Description:

The League of Conservation Voters (LCV) works to turn environmental values into national, state, and local priorities. LCV, in collaboration with our state LCV partners, advocates for sound environmental laws and policies, holds elected officials accountable for their votes and actions, and elects pro-environment candidates who will champion our priority issues.

LCV's work to protect and advocate for the environment reflects the organization's commitment to racial, social, and environmental justice. Engaging communities of color among other key constituencies for the environment is an organizational priority. Within the organization, we aim to create a workplace culture and policies and practices that demonstrate how we value racial justice, equity and inclusion.

LCV is seeking a Digital Marketing Coordinator to help oversee LCV's advertising program and grow our online community, with an emphasis on building a more racially diverse and engaged community. The Digital Marketing Coordinator will join a hard-working, skilled, and growing Membership & Online Engagement Department. The Digital Marketing Coordinator will work closely with the Director of Digital Strategy and Associate Digital Campaigns Manager to craft LCV's advertising and lead-generation strategies, create compelling content and lift LCV's brand. Primary goals include expanding LCV's email marketing and social media audience, diversifying LCV's online network, creating and implementing digital advertising campaigns, managing relationships with vendors, engaging supporters on local and national campaigns, lifting up the LCV brand in the digital space, and working to help elect pro-environment candidates. This is an excellent opportunity for an integrative thinker and to be a part of an innovative and dynamic team that runs groundbreaking online campaigns to promote environmental policies and candidates.

Responsibilities:

- Write compelling advertising content and direct creative to move people to take action on a variety of urgent environmental issues.
- Assist in identifying creative campaign opportunities to engage and mobilize LCV's activist base online.
- Serve as primary point of contact at LCV for all data-sharing collaborations with our state partners and other allied organizations and lead the entire process from start to finish.
- Manage and serve as the primary driver of paid email acquisition campaigns including advertising on social media networks and collaborating with vendors such as DailyKos and Care2.

- Lead tracking and reporting to measure the success of online campaigns.
- Manage budget for list acquisition.
- Explore and manage new forms of paid and organic list acquisition, including driving traffic to lcv.org.
- Guide the development and management of a subscriber onboarding program for new members and assist with general email list maintenance and health.
- Actively apply a racial justice and equity lens to all LCV online communications with an increased emphasis on member education of issues, environmental or otherwise.
- Explore new opportunities to build a more racially diverse online community.
- Find ways to support and lift LCV's brand in the digital space.

Qualifications:

- **Work Experience:** At least 2 years of professional experience in paid media, online advocacy, digital marketing, email advocacy, or new media, preferably in a nonprofit, political organization, or campaign environment. Experience writing, creating, and/or curating compelling content. Experience crafting digital campaigns with a goal of lead generation both organically and through paid advertisements on a wide variety of platforms. Experience managing budgets and using data driven methods to track the long term success of campaigns. Experience partnering with allied groups to form collaborative efforts and moments to drive action and build supporters lists preferred. Experience with SEM, eCRM, database, SEO, or analytic experience preferred.
- **Skills:** Forward thinking, innovative and creative mindset that is ready to push LCV and the environmental movement to build a stronger base of diverse online supporters; excellent communicator and copywriter with an ability to use both data and intuition to inform decisions; experience with photography and videography a plus; able to work independently and in a fast-paced environment; enthusiastic team player; passionate about the environment and advancing environmental justice. Spanish language skills a plus. Familiarity in Adobe CS programs (InDesign, Photoshop, Illustrator) preferred.
- **Cultural Competence:** Shares our commitment to increasing racial diversity in our movement and organization, integrating racial justice and equity into the work we do, and ensuring an inclusive organizational culture.
- **Conditions:** Must be willing and able to work overtime as needed. This position is based in Washington, D.C.

To Apply: Send cover letter and resume to hr@lcv.org with "Digital Marketing Coordinator" in the subject line by February 25, 2019. No phone calls please.

LCV is an Equal Opportunity Employer committed to a racially just, equitable and inclusive workplace.

Director, Business Operations

The Director of Business Operations will partner with the Senior Vice President and Senior Directors of community relations to facilitate and streamline operational procedures to ensure efficiency and effectiveness of the Community Relations Department.

Key Responsibilities:

- Responsible for developing and managing departmental processes related to partner management, budget development and tracking, activation plans, timelines, and evaluations
- Coordinate deliverables across multiple functions; lead and/or consult on complex project issues across multiple business lines
- Day-to-day management of operational details to ensure information flow and internal resources are appropriate and internal/external stakeholders are managed accordingly
- Serve as lead for cross-department communications, CR data analytics and reporting, monthly goals tracking, development of CR quarterly communications and annual report and tracking of all partnership agreements, financial donations and timing for renewals
- Identify and manage projects that will help drive optimal team performance and proactively identify areas for improvement that promote efficiency, innovation, and potential revenue generation or cost savings
- Encourage operating policies, practices and procedures to ensure appropriate organizational decision-making protocols are followed
- Create systems for editorial, travel, and event calendars along with CR ticket distribution, auction fulfillment, and event sponsorship
- Collaborate with social and digital teams to evaluate and evolve a social strategy for CR
- Act as liaison to local organizing committees and facilitate CR activities for all key tentpole events such as WrestleMania, SummerSlam, Royal Rumble, Survivor Series, etc.

Qualifications:

- 8+ years of related business operations management experience

- Persuasive, clear, and concise verbal and written communication skills are driven by solid business logic and keen judgment on when, how often, and when not to communicate to senior leadership and other contacts
- Strong analytical and financial skills anchored by natural, common sense thinking
- Outstanding facilitator for cross-functional collaboration to define complex issues, facilitate ideas, influence thinking, and build consensus around decisions
- Able to deliver effective presentations to senior executives and large groups
- Exceptional project management, organizational, and time management skills, with the ability to lead multiple projects in a fast-paced, deadline-driven environment
- Proficient in MS Office suite, especially PowerPoint and Excel
- Able to give and receive constructive criticism, especially when initiatives are off-track, over-budget and/or behind-schedule, including the ability to hold individuals accountable, coaching, and correcting performance, while fostering influential interpersonal relationships
- Self-motivated with a positive, can-do attitude; poise and grace under pressure
- Professional in always maintaining the highest degree of discretion and confidentiality
- Willing and able to work a flexible schedule including late nights and weekends on a regular basis
- Able to travel for business as needed (approximately 15-20%)
- Bachelor's degree required; MBA a plus

PM18

WWE is an Equal Opportunity Affirmative Action employer and is subject to federal regulations pertaining to employment. WWE does not unlawfully discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, veteran status, or any other basis prohibited under federal, state or local laws governing non-discrimination in employment in every location in which the Company has facilities. WWE also provides reasonable accommodation for qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA) and any other state or local laws. For information about Privacy and Information Security for WWE employment candidates, please review our Candidate Privacy Policy. For information regarding Terms and Conditions for this and other WWE websites, please review our Terms and Conditions of Use.

Apply Here: <http://www.Click2Apply.net/zh26ddwcfhkdkv3c>

Manager of State Affairs

The Voting Rights Lab is a campaign hub designed to supercharge the fight against voter suppression and build more equitable voting systems. In partnership with organizations across the country, we work to build winning state-level campaigns to secure, protect, and defend the voting rights of all Americans.

Between now and 2020, the Lab will:

- Fight voter suppression, particularly attacks against people of color, students, and working people, through strategic, winnable state legislative and ballot initiative campaigns in critical, battleground states.
- Preempt further attacks including voter ID, voter purges, and early voting cuts, through early warning systems designed to detect, monitor, and address voter suppression efforts in real time.

Expand participation in our democracy and proactively transform our election systems through the adoption of vote-by-mail, early-vote, and the restoration of voting rights to returning citizens.

The Voting Rights Lab is searching for a Manager of State Affairs to help expand our strategic investment in state-based proactive legislative campaigns, as well as prepare to mobilize defensively against pending attacks. The Manager will work closely with the Director of State Affairs and the rest of the team at the Voting Rights Lab to develop and manage our work in key states.

Responsibilities include, but are not limited to:

- Maintain an up-to-date knowledge of the legislative agendas and overall political environments in each of your assigned states
- Identify, retain and oversee contract lobbyists, engage in direct lobbying of lawmakers yourself, and drive the unique plans to engage and mobilize grassroots leaders and other influencers in each state
- Assess strategic opportunities to build power and create state level policy change
- In consultation and collaboration with the Campaigns & Partnerships team, develop and execute strategies to win in each state and map out the path to victory considering the politics and landscape in that particular state
- Build, maintain and leverage long-term relationships with legislators, the press, partner organizations and other influencers in each state
- Become proficient in voting policy in order to engage substantively on strategy with our Law & Policy team

What we're looking for in you:

- At least 3-5 years of experience in organizing, campaigning, issue advocacy, and/or political campaigns
- At least 2 years of experience with state legislative affairs
- An ability to work independently and manage multiple projects simultaneously
- Experience initiating and cultivating relationships with legislative, organizational, media and other partners
- Experience in project management including overseeing staff, budgets, internal processes, and/or overall project plans
- Ability to analyze information, formulate plans, and convey them in writing and through oral communication
- Happy working in a fast-paced work environment and excited about creative problem solving

Details: The Voting Rights Lab is a virtual organization. Candidates can be based anywhere in the United States and will work from a home office. The job entails some travel. You will report to the Director of State Affairs. This could be a full-time salaried position or a contract position.

Salary and benefits: The annual salary range for the full-time position is \$65,000 to \$80,000 depending on experience. We also offer health benefits including medical, vision and dental coverage, a retirement plan, 25 days paid time off annually, and as well as paid holidays including Dec 24 to Jan 1. We offer ongoing training opportunities and a fast-paced, dynamic, and collaborative work environment.

To apply: Please send your cover letter and resume to jobs@votingrightslab.org, with the subject line "Manager of State Affairs" and tell us where you heard about the position. We encourage applicants to apply by March 1. Applications will be accepted until the position is filled.

Commitment to Diversity, Equity and Inclusion: At the Voting Rights Lab we welcome and value diversity in our workforce and strive to create an inclusive culture and equitable workplace. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, educational attainment, disability, socioeconomic status, veteran status, and record of arrest or conviction.

Applicants are not expected to provide any past or current compensation information during any phase of the interview process.

Associate Director of State Affairs

The Voting Rights Lab is a campaign hub designed to supercharge the fight against voter suppression and build more equitable voting systems. In partnership with organizations across the country, we work to build winning state-level campaigns to secure, protect, and defend the voting rights of all Americans.

Between now and 2020, the Lab will:

- Fight voter suppression, particularly attacks against people of color, students, and working people, through strategic, winnable state legislative and ballot initiative campaigns in critical, battleground states.
- Preempt further attacks including voter ID, voter purges, and early voting cuts, through early warning systems designed to detect, monitor, and address voter suppression efforts in real time.
- Expand participation in our democracy and proactively transform our election systems through the adoption of vote-by-mail, early-vote, and the restoration of voting rights to returning citizens.

The Voting Rights Lab is searching for an Associate Director of State Affairs to help manage and expand our strategic investment in state-based proactive legislative campaigns, as well as prepare to mobilize defensively against pending attacks. The Associate Director will work closely with the Director of State Affairs and the rest of the team at the Voting Rights Lab to develop and manage our work in key states.

Responsibilities include, but are not limited to:

- Maintain an up-to-date knowledge of the legislative agendas and overall political environments in each of your assigned states
- Identify, retain and oversee contract lobbyists, engage in direct lobbying of lawmakers yourself, and drive the unique plans to engage and mobilize grassroots leaders and other influencers in each state
- Assess strategic opportunities to build power and create state level policy change
- In consultation and collaboration with the Campaigns & Partnerships team, develop and execute strategies to win in each state and map out the path to victory considering the politics and landscape in that particular state
- Build, maintain and leverage long-term relationships with legislators, the press, partner organizations and other influencers in each state
- Become proficient in voting policy in order to engage substantively on strategy with our Law & Policy team

What we're looking for in you:

- At least 6-8 years of experience in organizing, campaigning, issue advocacy, and/or political campaigns
- At least 3 years of experience with state legislative affairs
- An ability to work independently and manage multiple projects simultaneously
- Experience initiating and cultivating relationships with legislative, organizational, media and other partners
- The ideal candidate is an experienced and adept political strategist
- Proven experience in project management including overseeing staff, budgets, internal processes, and overall project plans
- Ability to analyze information, formulate plans, and convey them in writing and through oral communication
- Happy working in a fast-paced work environment and excited about creative problem solving

Details: The Voting Rights Lab is a virtual organization. Candidates can be based anywhere in the United States and will work from a home office. The job entails some travel. You will report to the Director of State Affairs. This could be a full-time salaried position or a contract position.

Salary and benefits: The annual salary range for the full-time position is \$90,000 to \$110,000 depending on experience. We also offer health benefits including medical, vision and dental coverage, a retirement plan, 25 days paid time off annually, and as well as paid holidays including Dec 24 to Jan 1. We offer ongoing training opportunities and a fast-paced, dynamic, and collaborative work environment.

To apply: Please send your cover letter and resume to jobs@votingrightslab.org, with the subject line "Associate Director of State Affairs" and tell us where you heard about the position. We encourage applicants to apply by March 1. Applications will be accepted until the position is filled.

Commitment to Diversity, Equity and Inclusion: At the Voting Rights Lab we welcome and value diversity in our workforce and strive to create an inclusive culture and equitable workplace. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, educational attainment, disability, socioeconomic status, veteran status, and record of arrest or conviction.

Applicants are not expected to provide any past or current compensation information during any phase of the interview process.

Associate Director of Campaigns & Partnerships

The Voting Rights Lab is a campaign hub designed to supercharge the fight against voter suppression and build more equitable voting systems. In partnership with organizations across the country, we work to build winning state-level campaigns to secure, protect, and defend the voting rights of all Americans.

Between now and 2020, the Lab will:

- Fight voter suppression, particularly attacks against people of color, students, and working people, through strategic, winnable state legislative and ballot initiative campaigns in critical, battleground states.
- Preempt further attacks including voter ID, voter purges, and early voting cuts, through early warning systems designed to detect, monitor, and address voter suppression efforts in real time.
- Expand participation in our democracy and proactively transform our election systems through the adoption of vote-by-mail, early-vote, and the restoration of voting rights to returning citizens.

The Voting Rights Lab is searching for an Associate Director of Campaigns & Partnerships to help oversee proactive and defensive campaign work in key states. The Associate Director will work closely with the Director of Campaigns & Partnerships and the rest of the team at the Voting Rights Lab to develop and manage our overall partnership and campaign strategy.

Responsibilities include, but are not limited to:

- Develop campaign and mobilization strategies and cultivate in state partnerships in a portfolio of states to help advance our legislative agenda
- Create and execute state campaign plans and budgets for advocacy and accountability initiatives in close collaboration with the State Affairs team
- Identify opportunities and cultivate relationships with organizations in states where we would like to expand our work
- Organize coalitions as needed with state and locally-based organizations to achieve campaign objectives and create synergy for everyone working on voting rights
- Organize campaign briefings and reports for internal and external parties
- Manage in state campaign consultants, organizers, and vendors as necessary
- Frame issues using polling and other research to guide advocacy communications

What we're looking for in you:

- At least 5-7 years' experience in organizing and campaigning, issue advocacy, and/or political campaigns
- An ability to work independently and manage multiple projects simultaneously
- Experience developing creative mobilization strategies, communications plans, and/or digital-savvy campaigns that capture people's attention Experience doing outreach to a diverse range of stakeholders and coalition partners including legislative, advocacy, media and other partners
- The ideal candidate is an experienced and adept political strategist, relationship manager, and campaign communication expert
- Proven experience in project management including overseeing staff, budgets, internal processes, and overall project plans
- Ability to analyze information, formulate plans, and convey them in writing and through oral communication
- Happy working in a fast-paced environment, excited about creative problem solving, and will take the work seriously, but not yourself!

Details: The Voting Rights Lab is a virtual organization. Candidates can be based anywhere in the United States and will work from a home office. The job entails some travel. You will report to the Director of Campaigns & Partnerships. This could be a full-time salaried position or a contract position.

Salary and benefits: The annual salary range for the full-time position is \$75,000 to \$90,000 depending on experience. We also offer health benefits including medical, vision and dental coverage, a retirement plan, 25 days paid time off annually, and as well as paid holidays including Dec 24 to Jan 1. We offer ongoing training opportunities and a fast-paced, dynamic, and collaborative work environment.

To apply: Please send your cover letter and resume to jobs@votingrightslab.org, with the subject line "Associate Director of Campaigns & Partnerships" and tell us where you heard about the position. We encourage applicants to apply by March 1. Applications will be accepted until the position is filled.

Commitment to Diversity, Equity and Inclusion: At the Voting Rights Lab we welcome and value diversity in our workforce and strive to create an inclusive culture and equitable workplace. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, educational attainment, disability, socioeconomic status, veteran status, and record of arrest or conviction.

Applicants are not expected to provide any past or current compensation information during any phase of the interview process.

Director of Organizing

LOCAL 509

Job Title: Director of Organizing Annual Pay: \$80K to \$90K /YR

Location: Marlborough, MA

GENERAL DESCRIPTION OF POSITION

SEIU Local 509 has developed a dynamic and robust organizing program, successfully organizing thousands of private sector human service workers, faculty and graduate students, and family childcare providers in the past few years. This position is responsible for leading and directing the next phase of the Local's organizing program. This position requires someone with significant NLRB organizing, strategic campaign development, and supervisory experience.

EXAMPLE OF DUTIES

- Works as part of the union's senior leadership team to develop and implement long term strategic growth plan
- Supervise organizing staff around NLRB organizing campaigns
- Leads planning, strategy, and implementation of all organizing drives
- Develops political and community support for organizing campaigns
- Work with the SEIU Public Sector Division to carry out organizing program in Massachusetts
- Coordinates work with internal organizing staff and officers who represent current members
- Hires, trains, supports and oversees Organizers
- Supervises staff in developing and maintaining organizing committees, including training, guidance, oversight and accountability of staff in performance of their duties
- Coordinate the development of a member organizing committee
- Process organizing petitions and Unfair Labor Practice Complaints related to organizing including investigation, preparation of witnesses and exhibits, and general development of case other duties as required

SUPERVISION RECIEVED

Works under the supervision of the President/Executive Director or his/her designee

SUPERVISION EXCERCISED

Supervises team of organizers, organizing coordinator, researcher and community Organizer

QUALIFICATIONS

- Experience leading NLRB organizing campaigns
- The Organizing Director should have at least five years' experience
 - preferably running campaigns in both private and public sectors -and three years supervisory experience
- Candidates should have demonstrated experience with NLRB and state election laws and hopefully some experience with nontraditional routes to recognition and collective bargaining
- Knowledge of human service industry, public services, higher education and childcare
- Experience with supervision, team building and leadership development
- Excellent verbal and written skills
- Experience with VAN and other organizing databases
- Ability to lead and work with a team
- Excellent organization skills

Salary and Benefits

Salary range is between high 80s to low 90s, including a generous benefit package. SEIU Local 509 is an equal opportunity employer with a strong commitment to diversity — women, people of color and LGBT candidates are strongly encouraged to apply.

Apply Here: <http://www.Click2apply.net/ky37vp2wkhn6j7wh>

Communications Director

SEIU

Committee Of Interns And Residents (CIR)

Job Title: Communications Director Annual: \$85,000- 105,000 /YR

Location: New York City, Los Angeles or Bay Area

The Committee of Interns and Residents, the largest resident physicians' union in the country, is looking for a Communications Director based in New York or California (Los Angeles or Bay Area). The Communications Director is responsible for leading CIR's communication activities, primarily by building our brand and image as the national voice for interns, residents and fellows and developing communications strategies to support our campaigns.

The Communications Director will be a member of the Senior Leadership Team and will be a key advisor to the leaders of the Union.

About Us: CIR is a nationwide, progressive, member-driven healthcare union representing 16,000 resident physicians. Our vision is to be the national voice for interns, residents and fellows and to create better working conditions that allow physicians-in-training the ability to provide the highest quality patient care possible by building power through their union.

Job Responsibilities:

Brand Management

- Manage and evolve CIR's brand and image as the national voice for interns, residents and fellows.
- Develop and implement a national campaign to move our vision forward

Engagement metrics

- Measure and track effectiveness of communication tools and strategies.

Earned and paid media strategy

- Spearhead earned media strategy to get press mentions, and reposts of owned media.
- Engage in media outreach, develop relationships with media outlets and journalists.

Strategic communications campaigns

- Turn organizing and campaign goals into clear communications strategies with the right frame, message, targeted audiences, tactics and platforms for success.
- Develop core messages that frame and drive narratives toward progress on our issues.
- Create a culture of effective communication across the organization by providing regular guidance and consultation to other teams/departments.

Supervision

- Develop and supervise a team of communication coordinators to achieve departmental goals, deliver daily results and grow professionally.

Manage Owned Media

- Oversee the writing and editing of all content, including articles, press releases/advisories, op-eds, and photo and video.
- Oversee CIR's multiple websites, social media presence and other platforms using CMS (content management system).
- Manage email database to promote CIR and to broaden audience.
- Develop and train member leaders as spokespeople for CIR and as trusted advocates for their patients and for physicians in training.

Qualifications:

- Five or more years of experience in media relations, public affairs or campaign communications- you have experience and are ready to get to work.
- Excellent writing skills and attention to detail- we'll never discover a typo after something has gone out
- Ability to work independently, prioritize multiple tasks and think critically- you say yes to challenges and solve problems independently before they become a crisis
- Ability to independently develop and acquire relevant job knowledge- you know what you don't know and are ready to learn.
- Ability to build and manage relationships with colleagues, members, media outlets and reporters- you are a people person who can develop relationships remotely and communicates well.
- Ability to work long and irregular hours- you take care of business and yourself and understand that this isn't a 9-5.
- Willing and able to travel- you know when you need to be there in person and aren't afraid of a long flight and a hotel room.
- Previous communications experience with a labor union or other advocacy group- your resume backs up your knowledge.
- Preferred candidate has experience managing staff as a communications director

CIR Offers:

- Competitive starting salary, commensurate with experience
- Excellent benefits package: health, dental, vision, disability, 401(k), pension plan and paid sick/vacation time.

A resume and cover letter are required for all applications. Your cover letter should explain your reason for wanting to work for CIR, 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. Please send your resume and cover letter to: jobs@cirseiu.org with the Subject Line: Communications Director.

CIR is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBT applicants. Please visit our website for more information: www.cirseiu.org

Apply Here: <http://www.Click2apply.net/vjj75hzysv5xqxs9>

Area Coordinator

SEIU (Service Employees International Union)

LOCAL 1000

Job Title: Area Coordinator, Field Salary Range: \$90,000 to \$122,650

Location: Fresno, CA

SEIU Local 1000 is seeking an Area Coordinator in Fresno, CA to join our management team. This position is a unique opportunity to lead staff and member teams in a dynamic and active region of California. We are looking for an experienced leader who has trained, directed and led organizers and members, a tireless advocate for the rank-and-file, and someone who excels at both strategy and tactics. If you meet these qualifications, please apply. The ideal candidate will be experienced in supervising a team of dedicated union organizers and members, be creative in mobilizing members, and expert at running campaigns. SEIU Local 1000 is a cutting-edge labor union that represents 96,000 state employees in 9 bargaining units throughout the State of California. We negotiate and enforce a labor contract that ensures good working conditions, fair wages and secure health care and retirement benefits.

Duties and responsibilities:

Planning and Implementation

- Plan and implement worksite campaigns.
- Make strategic decisions around immediate and emerging personnel and workplace issues.
- Coordinate and/or oversee large scale actions involving members.
- Effectively manages time, plans, schedules, prioritizes, coordinates resources, eliminates roadblocks, and meets deadlines.
- Creative at managing accountability and expectations for members.
- Able to work long, irregular hours and travel frequently.

Leadership Development and Supervision

- Trains, develops and directs activities of staff organizers and members.
- Supervises staff in locations throughout the regional area.
- Provides coaching and development support to staff organizers and members on their team.
- Manages workplace and team dynamics with confidence and experience.
- Committed to achieving goals for staff and members and provides development opportunities in cooperation with the developmental system of Local 1000.

Organizational Development

- Actively contributes to their peer team.
- Committed to building a strong union for state workers in California.
- Provides equitable and inclusive leadership.
- Develops trust of staff and members.

- Effectively maneuvers through complex situations, anticipates issues, and proceeds Methodically.
- Recognizes organizational dynamics and is sensitive to how staff and members function within the organization.
- Committed to and actively works to continuously improve themselves.

Qualifications and Experience:

- 3 years experience in large organizing campaigns.
 - 2 years experience leading or supervising staff, assignments, projects and timelines.
 - Experience building teams, developing diverse individuals, and strategic planning ability.
 - Advanced organizational skills.
 - Experience with collective bargaining, representation and database management Preferred.
 - Ability to establish and maintain rapport and credibility with diverse demographic groups, as well as with professional, technical, administrative and service workers.
 - Ability to communicate clearly and concisely.
 - Ability to manage competing deadlines.
- Occasional overnight travel required.

Cover letters should describe your qualifications, experience and career goals, as well as a brief description of why you want to work to realize Local 1000's vision for building a strong union. SEIU is committed to building a diverse workforce. We offer excellent benefits, including fully paid health benefits for employee and family, liberal paid time off and competitive salary. All applicants must be able to furnish proof of authorization to work in the United States.

Apply Here: <http://www.Click2apply.net/z3xcdc676h7kx65g>

Senior Organizer

SEIU

LOCAL 503

Job Title: Senior Organizer Annual Pay: \$65,736-\$79,776

Location varies: Portland, OR

SEIU Local 503 is Oregon's union of 65,000 nursing home, homecare, child care and other care providers, public and non-profit workers. We are part of the 2 million member Service Employees International Union (SEIU), committed to building power for low-wage workers and engaging in social and economic justice issues facing working families, from accessible, affordable housing to immigrant rights. We wage big campaigns to win better wages, healthcare and more secure jobs to help ensure that workers--not just corporations and CEOs--benefit from today's global economy. We are a Senior Organizer to work on an innovative new statewide organizing campaign in the care sector.

Senior Organizer Job Opening:

Organizers help build power to win quality affordable care, create support for families and ensure care jobs are good jobs by organizing non-union workers and consumers connected to Oregon's care economy with a focus on one-on-one recruiting, house visits and developing community structures to win campaigns.

Requirements: A minimum five years' experience or background demonstrating capabilities in union and/or community organizing, political action, communications, leadership identification and development, and motivating people to take action; a demonstrated commitment to empowering workers through the labor movement and other social justice movements; experience working for social justice as an organizer or activist; and ability and stamina to work irregular and long hours and to attend weekend and evening activities.

Pay and Benefits: Organizing positions provide comprehensive fully paid health, dental and vision benefits for employee and eligible dependents, domestic partner benefits, generous holiday and vacation policies, a monthly car and cell phone allowance, and a 15% employer-paid defined contribution 401K.

Compensation range is based on experience,

Hiring: We are committed to hiring staff who reflect our membership and model the unity and equity that we seek to create in Oregon communities. Women, LGBTQ, people of color, people with disabilities and immigrants strongly encouraged to apply.

Application Requirements:

A resume is required for all applications and a cover letter is highly suggested. 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/8j7f2ncrp5s67zst>

National Political Director

SEIU

Committee Of Interns And Residents (CIR)

Job Title: National Political Director Annual: \$85,000- 105,000 /YR

Location: New York

Committee of Interns and Residents/SEIU Healthcare seeks a national Political Director to manage the union's program to build and strengthen our infrastructure and engage our members to be a powerful force at their hospitals, in the legislative process, in the community and at the ballot box. The Political Director will develop and implement the political program for the union at the federal level, in the states where we represent members (California, Florida, Massachusetts, New Jersey, New Mexico, and New York) and the major urban areas where most of our physician members live and work.

The Political Director will be a member of the Senior Leadership Team and will be a key advisor to the leaders of the Union.

The ideal candidate for the position will have leadership experience in legislative or issue advocacy campaigns with a labor union, state or local agency or association, non-profit community organization or progressive elected official. They will be an experienced manager with the ability to effectively manage staff and will possess the capacity to work collaboratively with a diverse membership and stakeholders.

About Us:

CIR is a nationwide, progressive, member-driven healthcare union representing 16,000 resident physicians. Our vision is to be the national voice for interns, residents and fellows. We empower physicians-in-training to fight for excellence for our patients, our training and our healthcare system through organizing, collective bargaining and advocacy.

Responsibilities include:

- Working with our Executive Committee, Senior Leadership, and each of our Regional Directors to develop and implement member engagement and recruitment, public policy, and issue and legislative advocacy strategies at the State and Local levels where CIR has members, including California, Florida, Massachusetts, New Jersey, New Mexico, New York, and Washington DC;
- Working with the International Union to coordinate CIR's political activities and plans with those of the International Union at the Federal, State and Local levels;

- Serve as CIR's representative to one or more SEIU State Councils, coalition steering committees, and advisory boards for local political organizations, including local affiliates of the Working Families Party and other labor and community allies.
- Coordinating political education, issue advocacy messaging, and engagement strategies with CIR's leadership and Communications staff;
- Providing support to contract field staff for the recruitment, training, leadership development and coordination of member political activists for mobilization around issue campaigns;
- Supporting contract and organizing campaigns by integrating political strategy into the campaign planning, including rallies, press events, legislative opportunities and other targeted political activity;
- Coordinate CIR's response to emergency situations for our members and our hospitals resulting from policy changes in healthcare funding, actions against immigrant patients or immigrant physicians, or changes to labor law at the federal, state, and local level;
- Work with multiple levels of staff and members to develop goals and execute plans for member participation in candidate interviews, lobby days, town hall meetings, elected official accountability activities, voter registration drives, and GOTV activities;
- Track and support member participation using various database functions;
- Coordinating the candidate interview and endorsement process both for independent endorsements and through the SEIU State Council endorsement processes in CIR's various states, including developing candidate questionnaires, a member-driven interview process, and making recommendations on candidate endorsements and contributions;
- Building CIR's political capacity through support of the Local and SEIU's COPE program ;
- Working with CIR leadership to identify other healthcare provider, community, political, and civic organizations with whom CIR shares values and interests, and develop and implement outreach and engagement with those allies.

Education and Experience Requirements:

- Minimum of five years legislative or issue advocacy campaign experience with a labor union, state or local agency or association, non-profit community organization or progressive elected official, with progressively increasing responsibility and leadership;
- A passion for healthcare issues and a vision of healthcare justice that incorporates the social determinants of health, including the evolving healthcare workforce,

poverty, racial and immigrant justice, gun violence, public health, and support for the healthcare safety-net;

- Direct experience in at least one of the states where we represent members (California, Florida, Massachusetts, New Jersey, New Mexico, and New York) highly desirable;
- Electoral campaign experience desirable, but not required;
- Minimum of three years supervisory experience or as a team lead;
- Outstanding interpersonal skills with a demonstrated ability to motivate, lead, build strong working relationships and hold others accountable;
- Ability to travel and willing to work long hours and weekends, as needed;
- Demonstrated ability to contribute to creating a positive work environment that encourages personal responsibility, initiative and innovation;
- The ability to thrive and operate in a fast-paced, mission driven with quick thinking, energy, humor, flexibility, and above all professionalism;
- Proven ability to work with diverse group of people, from union members to union staff and leaders to elected officials to other community and issue stakeholders;
- Thorough knowledge of MS Office programs;
- Excellent communication skills required. Previous experience in speech writing, media work, and other communication/public relations fields is highly desirable; and,
- Ability to exercise discretion and independent judgment.

In addition to a resume, we require a cover letter that gives us a clear picture of who you are, and why you want to be the Political Director of CIR. Make us want to pick up the phone and call you in for an interview!

CIR is an affirmative action employer and encourages applications from all qualified candidates regardless of gender, race, ethnicity, age, sexual orientation, marital status, religion or disability.

Please visit our website for more information: www.cirseiu.org

Apply Here: <http://www.Click2apply.net/4c89smk6286c9r7n>

Communications Director

SEIU (Service Employees International Union)

LOCAL 1000

Job Title: Communications Director Salary Range: \$95,000 to \$150,525

Location: Sacramento, CA

SEIU Local 1000 is the largest state worker union in the country, representing 95,000 state employees throughout California. Our mission is to engage, mobilize and represent both our members and our communities to achieve social and economic justice for all. The person selected to join our leadership team will share our goal of fighting for all working people and our vision for the future of the labor movement. We're searching for a Communications Director who brings extensive experience in crafting winning messages and strategies in a progressive campaign and or advocacy setting, fluency in 21st century tactics and a record of success directing rapid response and crisis communications efforts. You'll lead a team of eight communications specialists and work closely with the leadership of the union to engage and mobilize key internal and external audiences for organizing, representation, bargaining, and political and legislative campaigns. Local 1000's Communications Department is a full-service operation responsible for print, design, digital, video and earned media communications, as well as event production.

Duties:

- Develop and implement Local 1000's internal and external strategic communications plans, including in the areas of press, graphic design, mail and digital communications.
- Produce and supervise the production of newsletters, website, social media content, press releases, public remarks and speeches, fliers, brochures, op-eds, talking points, letters to the editor and other materials.
- Oversee proactive earned media and digital campaigns that reinforce, protect and expand awareness of the union's branding and mission.
- Work closely with Officers and staff to create short-term and long-term campaign plans, in addition to communications strategies for increasing the size, strength, activism and savvy of our union membership.
- Manage processes, projects and a team of eight staff to support, meet and exceed deadlines, goals, and expectations.
- Serve as chief speech writer for union officers.
- Attend frequent special events, some of which occur in the evenings and/or weekends and require overnight travel.

The Ideal Candidate Will Have the Following Qualifications:

- 5-7 years experience in political campaign and progressive advocacy communications, branding and media relations.
- Proven record of success directing rapid response and crisis communications efforts.
- Extensive on the record media experience.
- Familiarity with social media strategy and digital best practices.
- Project management experience, the ability to handle multiple projects simultaneously, and meet established deadlines.
- Experience in designing and implementing strategic communications plans for organizing and political campaigns, as well as collective bargaining.
- Excellent writing, editing and interpersonal communication skills.
- Familiarity with local and national media.
- Proficiency with both PC and Mac-based word-processing tools.
- 3-5 years' experience supervising people and processes.
- Degree in media, communications, marketing, writing, or related area.

Who We Represent

SEIU Local 1000 represents 95,000 California state employees in nine different bargaining units. Represented employees include professionals, educators, nurses and administrative and support employees. Local 1000 has approximately 200 employees who work in six offices throughout the state

Application Requirements:

A resume is required for all applications and a cover letter is highly suggested. 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.

Apply Here: <http://www.Click2apply.net/gjy2jrfg6gmmb2w>

Strategic Research Analyst

CHANGE TO WIN

Job Title: Strategic Research Analyst Annual Pay: 50K-65K/YR

Location: New York or Washington, DC

Strategic Research Analyst

Change to Win is seeking a Strategic Research Analyst in New York City to support campaigns that challenge the power and conduct of America's largest corporations. Change to Win is a dynamic coalition of North America's most progressive labor unions and a leading force for social, racial and economic justice in our country today.

Strategic Research Analysts (SRAs) conduct research and develop tactics and strategy for comprehensive corporate reform campaigns, partnering with CtW and affiliate field, research, legal, and communications staff to execute campaigns that confront corporations to make them take responsibility for business practices that harm workers and consumers in the U.S. and globally.

SRAs use a variety of skills to develop and implement campaign tactics. Analysts examine market and industry trends, analyze the growth and development plans of key market players and track relevant policy and legislative developments. SRAs conduct original research – both qualitative and quantitative in nature – that range from novel analysis of regulatory complaints to interviewing workers about workplace issues. SRAs are also responsible for drafting a variety of written work products for a wide range of audiences including regulators, allies, policymakers and the media. SRAs also have opportunities to participate in campaign field activities with unions, workers and coalition partners.

Strategic Research Analysts must be able to work well both independently and within a team. A driver's license and travel is required. SRAs are also required at times to work long and irregular hours, including work on weekends as necessary, as the demand and needs of particular campaigns dictate.

Job Qualifications

- BA degree or higher
- Strong quantitative and analytic research skills
- Experience conducting financial and corporate research
- Familiarity with database software
- Excellent writing ability

- Excellent people skills
- Strong commitment to progressive social change
- Must be a team player
- Experience with union, political or community organizing a plus
- Spanish and/or other non-English language skills a plus

Compensation: \$50k-\$65k (depending on experience) plus excellent benefits

Women and people of color are strongly urged to apply. CtW does not discriminate in any of its programs, procedures or practices on the basis of age, color, disability, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, gender identity or expression, or veteran status.

How to Apply: Please include cover letter, resume and writing sample- please reference Strategic Research Analyst in subject line.

Apply Here: <http://www.Click2apply.net/wmfryn8ksh8r5g23>

HR Manager

SEIU

Committee Of Interns And Residents (CIR)

Job Title: HR Manager Annual: \$70,000- 95,000 /YR

Location: Queens, New York

CIR/SEIU is looking for an HR Manager to join our organization and support our most important resource -- our amazing staff! The HR Manager will develop and implement the HR functions for the union with assistance from others within the organization. We are looking for someone who can design and implement systems that will streamline HR processes. The HR Manager will mainly focus on recruitment and training/development along with having the responsibility of overseeing employee relations for the union. The HR Manager reports to the Associate Director. The HR Manager will be a member of the Senior Leadership Team and will be a key advisor to the leaders of the Union.

About CIR

CIR is a progressive, member-driven healthcare union representing 16,000 resident physicians nationwide. Our vision is to be the national voice for interns, residents and fellows. We empower physicians-in-training to fight for excellence for our patients, our training and our healthcare system through organizing, collective bargaining and advocacy.

Responsibilities

Full cycle recruitment:

- Carry out all required tasks relating to employee recruitment/onboarding (posting job descriptions, recruitment strategies, interviewing, hiring, conducting onboarding process for new hires, including gathering all legally required new hire documents and relaying information).

Training and development:

- Develop and implement customized orientation and training programs for staff, working closely with managers. Arrange for external training on topics as needed.
- Coordinate internal and external training resources to meet existing and emerging training needs.
- Create and maintain a system of ensuring completion of training in a timely manner.
- Develop and administer evaluation instruments that measure training effectiveness.
- Continually assess employees' learning needs in relation to the organization's goals.

Other HR Responsibilities:

- Oversee personnel transactions such as hires, promotions, performance reviews, and terminations.
- Address and resolve employee concerns, grievances and incidents in concert with Senior Leadership.
- Oversee and comply with federal, state, and local legal requirements by keeping abreast of existing and new legislation, enforcing adherence to requirements, and advising senior leadership on needed actions in the states/cities where CIR staff are located;
- Develop, recommend, and implement personnel policies and procedures; prepare and maintain handbook on policies and procedures.
- Create and implement employee retention and succession planning programs.
- Conduct effective, thorough and objective investigations to resolve moderate to complex employee relations / labor relations issues.
- Actively participate in contract negotiations. Provide leadership in working with senior leadership to draft proposals. Assist spokesperson at the table and work closely with finance department to develop financial models.
- Perform related duties, special assignments and projects as required and/or needed, including traveling to other regions where employees are based.

Experience

- 3-5 years previous Human Resource experience, with progression of responsibility, required.
- Bachelor' Degree in Human Resources or related business field.
- Demonstrated ability to improve employee morale.
- Comprehensive understanding of local, state and federal employment laws.
- Exceptional interpersonal communication and relationship-building skills.

Compensation

- Competitive salary; commensurate with experience.
- Generous benefits package including: health, dental, vision, disability, 401(k), pension plan and paid sick/vacation time.

CIR is an affirmative action employer and encourages applications from all qualified candidates regardless of gender, race, ethnicity, age, sexual orientation, marital status, religion or disability.

Please visit our website for more information: www.cirseiu.org

Apply Here: <http://www.Click2apply.net/kdd23xsf52jwgqd9>

Senior Campaign Communications Specialist

SEIU (Service Employees International Union)

Job Title: Senior Campaign Communications Specialist Grade: PS-3 Annual Pay : \$76,509.20/YR

Location: Washington, DC

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.

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.

This position is part of a Collective Bargaining Agreement (CBA) and as such the incumbent is bound by the language of said agreement and party to all benefits, dues and requirements associated with being a member of a union and the (CBA).

SEIU is an Equal Opportunity Employer.

Relocation costs are not covered by SEIU.

Apply Here: <http://www.Click2apply.net/qpnmxqdn4jgrjxsg>

Organizing Coordinator I

SEIU (Service Employees International Union)

Job Title: Organizing Coordinator I Grade MGT: B - \$74,300/YR

Job Location: Boston, MA

Summary:

Organizing Coordinator I is responsible for representing and assisting the International Union in carrying out its overall organizing programs with special emphasis on a particular Division industry. S/he is also responsible for helping to manage multiple organizing campaigns and/or major elements of the SEIU Division Organizing Program; organizing resources offered to locals and/or projects and assisting with overall management of field administration.

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.)

- Supervise, lead, assign, and evaluate staff, including developing individual work plans with staff and overseeing their implementation and evaluation.
- Design and implement staff training and development plans and programs.
- Recruit, interview and recommend hiring staff.
- Review and make recommendations on appropriate allocation of International Union staff and resources.

Formulate and administer organizing plans and campaign budgets including strategic planning, budget development and office administration. Authorizes expenditures within the campaign budget.

- Works with Regional Organizing Coordinators to coordinate Division organizing goals with the Organizing and Field Services Regional Program.
- Integrates organizing plans with all other headquarter and Field Services programs. Works cooperatively in collaboration with other SEIU local union and International Union staff.

- Maintain day-to-day contact with SEIU leadership; works independently to integrate strategies.
- Performs other duties as assigned in support of the work of the department.

Contacts: Include SEIU staff, elected leadership; local union leaders; and staff and members; International Union staff and officers. CTW staff; state federation and central labor council leaders and staff; staff of other unions; public officials; and key staff; and leaders.

Direction and Decision Making: This position reports to the Strategic Campaign Coordinator and works independently.

Qualifications and Requirements:

- A. degree or at least three (3) years of supervisory experience and five (5) years of related work experience.
- Thorough knowledge of labor program planning and development.
- Knowledge of strategies and techniques used by SEIU to organize and lead division workers.
- Knowledge of unions and their issues.
- Knowledge of bargaining, organizing and organizational management
- Ability to communicate effectively, both orally and in writing; ability to make formal presentations and write advocacy papers.
- Ability to use personal computer.
- Ability to work with people from diverse backgrounds and cultures.
- Ability to handle multiple “priority” projects and meet established timelines.
- Ability to work effectively with elected leaders and staff in complex and sometime political situations.
- Ability to conduct training sessions.
- Ability to communicate political and policy priorities to SEIU members.

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. Or field work. Travel and long and extended hours required.

Apply Here: <http://www.Click2apply.net/qnwvw663y4r3rj7k>

Organizing Coordinator III

SEIU (Service Employees International Union)

Job Title: Organizing Coordinator III Grade MGT: D- \$93,203/YR

Job Location: Tampa or Miami, FL

Purpose:

To represent and assist the International Union in achieving the Division/Region Organizing Program, to take responsibility for developing and implementing strategic organizing campaigns within a division or region, oversee all aspects of the strategic campaigns including developing the campaign strategy, managing employer relationships, supervising and training staff, staff development, budget, campaign communications, and political action.

Duties and Responsibilities:

This position is responsible for major division/regional organizing programs and performs a wide range of duties and responsibilities which may encompass many of those included in the Organizing Coordinator II job description. In addition, the Organizing Coordinator III will routinely:

- Works with Division leadership to develop and implement a strategic organizing program within a sector nationally involving multiple campaigns, coordination with local unions, and all other aspects of the campaign.
- Supervises and supports field staff in the sector campaign to plan and achieve goals. Assures integration of the work with local unions, community organizations, and other SEIU departments including field staff, communications, government affairs, capital stewardship, etc.
- Develops and maintains relationships with employers including negotiating agreements, implementing agreements, and resolving conflicts.
- Oversees staff development program for the division/region, evaluates the needs of the division, implements the program including training managers, tracking progress, and coordinating with the national staff development program.
- Reports on progress of the campaign regularly.

- Performs other duties as required to support the division program.

Contacts: Includes SEIU Divisions and departments, local leaders and staff, SEIU members as well as political leaders, community organizations which partner with SEIU, targeted employers.

Direction and Decision Making: The Organizing Coordinator III must be able to work independently and effectively represent the division. This position reports to the Division Organizing Director.

Education and Experience:

Graduation from an accredited four-year college or university in a related field or equivalent formal training including five (5) years of supervisory experience or a combination of education and experience that would provide for the following knowledge, skills and abilities:

- Strong knowledge and experience in labor organizing and related labor-advocacy work
- Knowledge of bargaining, organizing and organizational management
- Advanced knowledge of the labor, industry/sector and key public policy issues
- Ability to execute campaign goals and objectives, to work effectively with local leaders, and carry out required objectives
- Extensive experience directing large, complex external union organizing campaigns, developing strategy, managing staff, and coordinating resources
- Demonstrated experience working independently in complex political situations
- Ability to communicate effectively, both orally and in writing;
- Ability to work with people from diverse backgrounds and cultures
- Ability to handle multiple “priority” projects and meet established timelines
- Ability to use personal computer and a Microsoft Office programs.

Working Conditions:

The Organizing Coordinator III must be available for regular and/or long-term travel over large geographic areas. The position often requires temporary assignments away from home as well as long and irregular hours.

Apply Here: <http://www.Click2apply.net/5j6w2j6nmqq2s698>

Deputy National Finance Director

Deputy National Finance Director - Campaign Services, Democratic Attorneys General Association (DAGA) **Location:** Washington, D.C.

Reports to: Director of Finance Operations & Membership

To Apply Email: Abi Strayer, abigail@democraticags.org, and jobs@democraticags.org

Position Summary

The Democratic Attorneys General Association (DAGA) seeks to hire a Deputy National Finance Director to provide fundraising campaign services to our 2019 and 2020 Attorney General candidates as well as coordinate fundraising efforts for our incumbent Attorneys General and candidates in their states. This position will advise Attorney General candidates on their fundraising plan, assist with staffing selection, and provide overall general guidance on their fundraising program.

Duties and Responsibilities:

- Work closely with DAGA political staff to:
 - Advise campaign managers on crafting campaign fundraising plan
 - Provide guidance and assistance with hiring finance staff for campaigns
 - Advise campaigns on call-time, events, and online fundraising program
 - Work closely with AGs, AG Candidates and their staff to implement in-state fundraising plan
- Work closely with DAGA fundraising team to:
 - Coordinate with the National Finance Director to expand national fundraising opportunities
 - Manage all communications related to in-state fundraising program
 - Provide and manage projections
 - Manage Finance Associates and Interns (when necessary)

Required Skills

- Excellent organizational skills and ability to work both independently and collaboratively
- Proven ability to perform well under pressure, prioritize tasks, and meet deadlines and objectives
- Clear, strong, and effective oral and written communications skills
- Flexibility which allows the candidate to adjust to changing priorities and operate effectively in a fluid and fast-paced environment
- Project management skills that enable the juggling of multiple tasks, allocating and optimizing resources, and managing timelines
- Sense of humor and positive attitude
- Commitment to DAGA's mission

- This position will require travel up to 40-50% of the year

Required Experience

- 5+ years of political and /or advocacy fundraising experience
- Experience working on political campaigns, preferably at the state-wide level
- Comprehensive understanding of state campaign finance law(s) preferred
- Extensive donor prospecting and research experience
- Donor relationship management and strong knowledge of stakeholders and funders within the progressive community
- Bachelor's degree required

About the Democratic Attorneys General Association (DAGA)

The Democratic Attorneys General Association (DAGA) provides political and policy support to Democratic Attorneys General and candidates in their mission to protect civil rights, promote progress and diversity, fight corruption, and ensure the law is applied fairly for all of those that live and work in America.

Democratic Attorneys General play a crucial role in protecting our democracy as part of our country's system of checks and balances. As a Committee, we are building a platform to highlight their successes and to extend their reach as they work to serve as the People's Lawyers. We fight for them, so they can fight for you.

To better support our Democratic Attorneys General and candidates in executing our mission, the committee moved its operations from Denver, CO to Washington, DC in 2016 and expanded to a full-time professional staff that covers data analysis, communications, policy, politics, and fundraising. For more information or to get involved, visit www.democraticags.org. Follow us on Facebook at www.facebook.com/DemocraticAGs, on Twitter at [@DemocraticAGs](https://twitter.com/DemocraticAGs), or on Instagram at [@DemocraticAGs](https://www.instagram.com/DemocraticAGs)!

To Apply

This organization is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or any other characteristic protected by law. Women, minorities, individuals with disabilities, and veterans are encouraged to apply.

Please send a cover letter including salary requirements and resume to Abi Strayer, abigail@democraticags.org and jobs@democraticags.org.

International Representative for Pensive Strategy

SEIU (Service Employees International Union)

Job Title: International Representative of Pension Strategy Grade: UUR III- Annual Pay : \$73,808/YR

Location: New York, NY

Purpose:

This position is responsible for serving as a lead organizer of SEIU in advancing within and outside SEIU the work of the union's Capital Stewardship Program in the Strategic Initiatives Department. The work of the Capital Stewardship Program includes, but is not limited to, ensuring that SEIU members' Taft-Hartley and public employee pension and health & welfare funds are managed, invested and voted in ways which represent the interest of its participant members. The Programs include but are not limited to: Geographic Based (e.g. by local and state pension funds and union locals) and Issue based (e.g. retirement security, diversity, responsible contracting) organizing.

Principal Duties and 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)

1. Works with the Department's Deputy Director and Assistant Directors to implement the goals of SEIU's Capital Stewardship Program
2. Works in one or more of the programs of the Capital Stewardship Program at the discretion of the Deputy Director and/or Assistant Directors.
3. Works with SEIU leaders and staff and SEIU-related pension fund trustees, administrators, consultants and service providers to implement and promote the programs of SEIU's Capital Stewardship Program.
4. Initiates and leads major projects, organizes meetings and conferences and prepares materials for the purposes of promoting and advancing the programs of SEIU's Capital Stewardship Program.
5. Works with Industry Division staff and leaders and local staff and leaders to ensure that the programs of the Capital Stewardship Program are integrated with and supports the Divisions' and Locals' program.
6. Ensures that SEIU supports candidates for public office and suitable candidates for appointment by public officials who will support the objectives of SEIU's Capital Stewardship Program.
7. Represents SEIU's Capital Stewardship Program in internal and external forums, maintains relations with the Change to Win, AFL-CIO and other unions staff, pension and related industry organizations and associations, experts, academics and the media.

8. Performs other duties as assigned in support of the capital Stewardship Program.

Contacts: Include SEIU and affiliate staff and leaders, State Councils and government affairs staff, pension fund trustees and administrators, consultants, service providers and elected officials and their staff.

Direction and Decision Making: The International Representative for Pension Strategies reports to the Deputy Director of the Capital Stewardship Program and/or the Assistant Directors and works independently.

Education and Experience:

Graduation from an accredited college or university with a bachelor's degree in social sciences, labor relations, master's degree preferred, and at least five (5) years of work experience in labor, public interest organizations, community or faith based organizing or labor advocacy and/or any combination of education and experience that would provide for the following knowledge, skills and abilities:

- Ability to organize with diverse sets of people and in multiple environments to change power structures and protect the interests of union members.
- Ability to analyze complex structures and develop strategies and tactics for campaigns that protect the interests of union members.
- Knowledge of labor unions and their operations.
- Knowledge of pension fund investment and fiduciary strategies and issues regulatory and legal issues and processes would also be helpful, but not essential.
- Ability to think critically and analytically and make sound logical conclusions.
- Ability to communicate effectively, both orally and in writing.
- Ability to work with union leaders and organizers, elected officials, pension fund trustees, and service providers.
- Skill in the use of personal computers, including spreadsheet and presentation software, database management systems, and on-line information sources.

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

Probationary Period: One (1) year.

Application Requirements: A resume is required for all applications and a cover letter is highly suggested. 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. Writing sample required.

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.

This position is part of a Collective Bargaining Agreement (CBA) and as such the incumbent is bound by the language of said agreement and party to all benefits, dues and requirements associated with being a member of a union and the (CBA).

SEIU is an Equal Opportunity Employer.

Relocation costs are not covered by SEIU.

Apply Here: <http://www.Click2apply.net/c8y42s6jrqdghw78>

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Manager of State Affairs

Voting Rights Lab (Remote)

Job Description: The Voting Rights Lab is a campaign hub designed to supercharge the fight against voter suppression and build more equitable voting systems. In partnership with organizations across the country, we work to build winning state-level campaigns to secure, protect, and defend the voting rights of all Americans.

Between now and 2020, the Lab will:

- Fight voter suppression, particularly attacks against people of color, students, and working people, through strategic, winnable state legislative and ballot initiative campaigns in critical, battleground states.
- Preempt further attacks including voter ID, voter purges, and early voting cuts, through early warning systems designed to detect, monitor, and address voter suppression efforts in real time.
- Expand participation in our democracy and proactively transform our election systems through the adoption of vote-by-mail, early-vote, and the restoration of voting rights to returning citizens.
- The Voting Rights Lab is searching for a Manager of State Affairs to help expand our strategic investment in state-based proactive legislative campaigns, as well as prepare to mobilize defensively against pending attacks. The Manager will work closely with the Director of State Affairs and the rest of the team at the Voting Rights Lab to develop and manage our work in key states.

Responsibilities include, but are not limited to:

- Maintain an up-to-date knowledge of the legislative agendas and overall political environments in each of your assigned states
- Identify, retain and oversee contract lobbyists, engage in direct lobbying of lawmakers yourself, and drive the unique plans to engage and mobilize grassroots leaders and other influencers in each state
- Assess strategic opportunities to build power and create state level policy change
- In consultation and collaboration with the Campaigns & Partnerships team, develop and execute strategies to win in each state and map out the path to victory considering the politics and landscape in that particular state

- Build, maintain and leverage long-term relationships with legislators, the press, partner organizations and other influencers in each state
- Become proficient in voting policy in order to engage substantively on strategy with our Law & Policy team

What we're looking for in you:

- At least 3-5 years of experience in organizing, campaigning, issue advocacy, and/or political campaigns
- At least 2 years of experience with state legislative affairs
- An ability to work independently and manage multiple projects simultaneously
- Experience initiating and cultivating relationships with legislative, organizational, media and other partners
- Experience in project management including overseeing staff, budgets, internal processes, and/or overall project plans
- Ability to analyze information, formulate plans, and convey them in writing and through oral communication
- Happy working in a fast-paced work environment and excited about creative problem solving

Details: The Voting Rights Lab is a virtual organization. Candidates can be based anywhere in the United States and will work from a home office. The job entails some travel. You will report to the Director of State Affairs. This could be a full-time salaried position or a contract position.

Salary and Benefits: The annual salary range for the full-time position is \$65,000 to \$80,000 depending on experience. We also offer health benefits including medical, vision and dental coverage, a retirement plan, 25 days paid time off annually, and as well as paid holidays including Dec 24 to Jan 1. We offer ongoing training opportunities and a fast-paced, dynamic, and collaborative work environment.

To apply: Please send your cover letter and resume to jobs@votingrightslab.org, with the subject line "Manager of State Affairs" and tell us where you heard about the position. We encourage applicants to apply by March 1. Applications will be accepted until the position is filled.

Commitment to Diversity, Equity and Inclusion: At the Voting Rights Lab we welcome and value diversity in our workforce and strive to create an inclusive culture and equitable workplace. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national

origin, marital status, citizenship, educational attainment, disability, socioeconomic status, veteran status, and record of arrest or conviction. Applicants are not expected to provide any past or current compensation information during any phase of the interview process.

Link to Job Description:

<https://www.votingrightslab.org/manager-state-affairs>