

# WORKING PARTNERSHIPS USA

## Lead Organizer

Working Partnerships USA is a community organization bringing together the power of grassroots organizing and public policy innovation to drive the movement for a just economy. We build the capacity of workers, low-income neighborhoods and communities of color to lead and govern. Based in Silicon Valley, we tackle the root causes of inequality and poverty by leading collaborative campaigns for quality jobs, healthy communities and equitable growth.

### Position Summary

Working Partnerships USA seeks an enthusiastic, hard-working Lead Organizer to lead our civic participation activities and our organizing campaigns. The ideal candidate will have experience with direct organizing, civic engagement and a demonstrated commitment to social justice and equity for low-income, immigrant and communities of color. The Lead Organizer will need to be a confident leader and on-the-ground organizer with the ability to run ground-breaking organizing campaigns. The ideal candidate is obsessed with data, details and relentless in pursuing campaign goals.

Reporting to the Deputy Executive Director and working closely with other local and state organizations, the Lead Organizer is responsible for overseeing Working Partnerships USA voter engagement programs like our well known Latino Voter Project; as well as playing a leadership role in our issues-based organizing campaigns, which includes a role in developing, testing, and implementing new and innovative membership campaigns.

### Primary Roles & Responsibilities

- Develop long and short term electoral plans, organizing plans, and field goals with active support and input from supervisor.
- Manage, track and analyze voter file and other data to inform campaign planning.
- Implement technical electoral organizing and campaign trainings for partner organizations, team leaders, paid canvassers and volunteers.
- Direct & administer field operations to meet agreed upon goals; including phone banks, canvasses, and mobilizations for paid canvassers and volunteers.
- Drive & track volunteer recruitment process, training, and supervision to ensure overall goals are met, with active support and input from member organizations.

- Build campaign teams of 10-30 paid canvassers by recruiting from within the local community. Interview prospective canvassers and make hiring decisions. Manage the hiring, training, supervision and pacing of paid canvassers.
- Develop and manage campaign budgets.
- Conduct field team assessments, work with supervisor to develop electoral and organizing skills development plan, and support leadership development of field team.
- Produce post-campaign reports tracking work outcomes, alliance developments, and political impact for multiple audiences.
- Experience working with voter and other databases including but not limited to running reports, count books, walk/phone lists and analyzing data.
- Coordinate new media and social media organizing including Facebook, Twitter, microsites, blogs and email outreach to enhance the on-the-ground work.
- Organize participation in community meetings, public events and demonstrations, voter education and mobilization initiatives, and other forms of civic engagement and campaign participation.
- Develop organizing materials including talking points, marketing collateral, flyers, fact sheets, etc.
- Perform other duties as required to support the work of the organization as a whole.

### **Required Qualifications**

- Demonstrated experience developing voter engagement and issues-organizing programs
- Strong work ethic and personal commitment to excellence
- Willingness to learn, be flexible and ability to work well with others
- Three years of previous campaign, union or community organizing experience
- Multitasking and attention to details while managing and meeting timelines
- Commitment to social, racial, economic, environmental, and gender justice
- Ability to work irregular and extended work hours, including some nights and weekends, as campaigns require
- Valid drivers license and reliable vehicle

### **Skills**

- Excellent interpersonal, written and verbal skills
- Demonstrated ability to work well under pressure
- Respect for people from all walks of life

- Proficiency with computers, Microso Word, Internet, Outlook email, Excel, Access and HTML. Not afraid of math.
- Bilingual Spanish or Vietnamese strongly preferred

**Salary Range:** \$60,000-\$67,000 depending on experience. Full benefits package includes health, dental, and vision insurance, and paid vacations, holidays and sick leave.

**Applications:** Please submit resume with cover letter by email to: [maria@wpusa.org](mailto:maria@wpusa.org)