

Action Together NEPA

Relational and Membership Organizer



The Northeastern PA (NEPA) Relational and Membership Organizer is responsible for growing and retaining the membership of Action Together NEPA and developing a relational organizing program for NEPA. This position will specifically work to increase member retention and fundraising efforts, strengthen our relationships with BIPOC communities, and build active chapters in our region. This is a temporary position through 2021 with the possibility for renewal in 2022.

The ideal candidate is someone deeply invested in the NEPA region and who preferably has a knowledge of the political landscape and community networks throughout the region. Very important are a background in community, union, and/or political organizing; strong communication and analytical skills; a passion for progressive politics; and experience in educating community members and leading them to action.

This position will report directly to the Board of Directors.

About Action Together NEPA

Action Together NEPA is a growing grassroots progressive organization dedicated to community action and political advocacy to support bold progressive policies that will preserve our democracy and promote social and economic justice. We are a 501(c)(4) organization with hundreds of members and chapters in Luzerne, Columbia and Montour, Susquehanna, and Wayne Counties. AT NEPA's main goal is to establish a permanent progressive infrastructure in Northeastern PA to inform our residents about how local, state, and federal policies can have immediate and long-term effects on their day to day lives. We strive to educate voters to generate a higher level of engagement in the electoral process and to promote transparency in government. We advocate for policies that lift up everyone and work towards economic justice.

PRINCIPAL RESPONSIBILITIES

- Excel in relationship-building that can be applied to our membership as well as like-minded organizations throughout NEPA.
- Increase the number of members and membership renewal rates.
- Conduct educational trainings and presentations for members.
- Chapter building work as identified.
- Enter all membership data and tag members for renewal.
- Complete membership intake process with tags on issues and volunteer engagement.
- Additional responsibilities and duties as needed.

POSITION REQUIREMENTS

- At least 1-2 years of relevant work experience with a track record of developing and maintaining strong relationships.
- Ability to prioritize your time to meet deadlines for multiple projects.
- This is a temporary full-time staff position based in NEPA. This is a 100% home-based/remote position that includes significant travel throughout NEPA. Evening and weekend hours are required as per our organizational calendar along with significant travel throughout NEPA as long as counties stay green. Applicants must have reliable transportation, a valid driver's license, and access to reliable broadband internet service.
- Effective writing and speaking skills for presenting issues and ideas to diverse communities and groups.
- Cultural competence in communicating with and engaging diverse communities.
- Proficiency with Microsoft Office, Social Media platforms (such as Facebook, Twitter, and Instagram), Slack, and some familiarity/ability to get up to speed on using virtual meeting platforms., including GoToMeeting and ZOOM.
- This staff position will run through the end of December 2021, with a possibility of extension into 2022.

COMPENSATION

Base pay is \$40,000 to \$45,000 per year, depending on experience, with medical, travel, and cell phone reimbursements.

HOW TO APPLY

Please send a cover letter and resume along with three professional references to Jessica Brittain, President, Action Together NEPA at president.atnepa@gmail.com Please include Political and Advocacy Organizer in the subject line. No calls, please.

DEADLINE

Applications will be accepted until the position is filled at which time the job announcement will be removed from our website www.actiontogethernepa.com

Action Together NEPA is an equal opportunity/affirmative action employer. We value a diversity and encourage women, people of color, persons with disabilities, people with records of arrest or conviction, veterans, and lesbian, gay, bisexual, transgender, and queer individuals to apply.