



## **Action Together NEPA Community Organizer (Bilingual Spanish)**

The Action Together NEPA Community Organizer (Bilingual Spanish) is responsible for outreach, field programs, events, and member and volunteer recruitment on a project basis as assigned by the Executive team. This ongoing position will report directly to the Chief of Staff and is contingent based on funding. This position, which will work on projects and outreach related to Action Together NEPA, a 501(c)4 nonprofit organization, and its affiliate organization In This Together NEPA, a 501(c)3 nonprofit organization, is primarily funded with primary purpose money, and this organizer can engage with election or campaign work (IE) only at times designated by the Executive Director.

### **PRINCIPAL RESPONSIBILITIES**

- Build and maintain strong relationships with members, volunteers, and like-minded organizations based in NEPA.
- Organize and lead chapter events.
- Assist with membership drives, including recruiting new members through direct contact, social media, canvass follow-ups, and events.
- Work to boost social media presence and performance.
- Conduct research for advocacy and outreach as directed by the Executive team.
- Help craft plans and campaigns on an assigned project basis.
- Aid in the development and management of field programs as needed, including recruiting and overseeing volunteers.
- Assist in coordinating and organizing events as needed (both in person and virtual).
- Knocking doors, making calls, and responding to text banks for reasons in line with the organization's mission and vision, including but not limited to:
  - Fundraising and asking members, donors, and others for donations, including money, wishlist items, and other types of aid;
  - Recruiting volunteers and members;
  - Boosting and/or confirming attendance at events;
  - Advocating on behalf of specific issues;
  - Conducting polls or surveys;
  - Assisting voters, including to cure ballots, notify them of poll changes, etc.;
  - Informing voters about endorsed candidates; and
  - Advancing a specific call to action.
- Report on all activities, meetings, and projects, including data collected, information needed for grant reports, and narrative data in a timely manner.
- Submit weekly timesheets with accurate time reporting and information on activities completed.
- Additional responsibilities and duties as needed.

## **POSITION REQUIREMENTS**

- This is a full-time staff position based in NEPA. This is a hybrid home-based/remote position that sometimes includes travel throughout NEPA. Evening and weekend hours are required along with travel throughout NEPA. Staff members are expected to spend some scheduled time working from our World Headquarters in Wilkes-Barre, PA.
- Applicants must have reliable transportation, a valid driver's license, and access to reliable broadband internet service.
- This is a full-time, hourly position, with 40 hours per week expected. This role may involve working beyond the standard work schedule. Employees must be flexible to work extended hours, including evenings and weekends, when necessary.
- Must speak both Spanish and English fluently.
- Located in Urban NEPA (Carbon, Lackawanna, Luzerne, Monroe, or Schuylkill Counties) preferred.
- Ability to be flexible and to adapt to an ever-changing environment.
- A strong commitment to upholding the organization's mission and vision statements, along with the core beliefs and values, actively integrating them into daily work practices, and demonstrating a genuine belief in their positive impact on our community.

## **COMPENSATION**

- Base pay starts at \$20/hr.
- A generous paid time off policy.
- Monthly cell phone reimbursements.
- Monthly medical insurance reimbursements.
- Mileage reimbursements at the national rate.
- Potential for a bonus based on meeting goals and metrics.