



Action Together NEPA Community Coordinator (Bilingual Spanish)

The Action Together NEPA Community Coordinator (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 part-time staff position based in NEPA. This position is a hybrid work-from-home/remote position that occasionally requires work in the World Headquarters in Wilkes-Barre, PA, and requires some travel throughout NEPA.
- Evening and weekend hours may be required, along with travel throughout NEPA.
- Applicants must have reliable transportation, a valid driver's license, and access to reliable broadband internet service.
- Must speak both Spanish and English fluently.
- Located in Urban NEPA (Carbon, Lackawanna, Luzerne, Monroe, or Schuylkill Counties) preferred.
- This is a part-time, hourly position, and employees may work up to 32 hours per week. Most weeks, Community Coordinators will be scheduled for 25 hours per week. Hours and projects must be approved in advance by the Executive team.
- 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.
- Mileage reimbursements at the national rate.