



Field Coordinator

Voluntary At-Will Employment

Preferred Date: July 8, 2019

Summary:

The Mississippi Votes Field Coordinator will work with the Executive Staff to develop the field plan and communal approach to the organization's vision. The Field Coordinator oversees the recruiting and training of volunteers throughout the state as well as leading the Get Out the Vote efforts of MS Votes' annual #Up2Us campaign and any other field operations. The Field Coordinator is responsible for creating and managing a database of national and local supporters; forming or joining coalitions as necessary.

Primary Functions and Responsibilities:

- Build, manage and facilitate the Voter Services Program
- Lead all GOTV efforts of MS Votes
- Recruit, train and retain volunteers
- Manage volunteers for canvassing, phone banking, peer-to-peer texting, and data entry
- Serve as liaison between MS Votes and all vendors regarding GOTV tactics (geofencing, data management, live calls, etc)
- Planning and executing events by studying demographics to best represent an area/region
- Maintain MS Votes' VAN (Voter Access Network)
- Prepare MSVotes materials like notices, flyers, brochures, etc regarding Voter Services program
- Monitor initiatives and efforts to see if the goals are being achieved
- Partner with other organizers to mobilize activists and community stakeholders for special purposes including but not limited to Days of Action, Legislative Days, etc.
- Identify tabling, recruiting, and other visibility opportunities

Education:

- Bachelor's Degree or 3 years of equivalent experience in community organizing or field organizing preferred

Skills and Experience:

- Strong computer skills including G Suite and database management
- Experience with VAN/VoteBuilder and Convio preferred
- Exceptional interpersonal, organizational, and communication skills (especially written)
- Ability to gracefully manage multiple projects to meet multiple deadlines
- Enthusiasm for the work and willingness to learn

Physical Demands:

- Must be able to canvass for hours at a time
- Long hours at the computer are necessary at times
- Car and valid driver's license required for in-state travel
- Flexibility in work hours as evenings and weekend hours are necessary at times

How to apply:

Submit your resume and cover letter to info@msvotes.org with the subject line: Field Coordinator, *your name (first, last)* - Attn: ED

Additional Information:

Salary and benefits associated with the Field Coordinator position is based on experience and will be discussed in the interview. For more information please feel free to visit our website: <https://msvotes.org/>.

Mississippi Votes is an equal opportunity/affirmative action employer. All qualified persons are encouraged to apply regardless of race, color, creed, ethnicity, national origin, ancestry, age, height, weight, sex, gender identity, sexual orientation, disability, marital, or domestic partner status or religious affiliation.