



Position

Leadership Corps Coordinator, Public Policy and Government Relations

Summary Description

Provides training for Leadership Corps field liaisons in leadership identification and branch development. Facilitates information sharing with member volunteers for consistent, effective dissemination to membership, and coordinates Leadership Corps field liaison activities.

Essential Duties

1. Together with field director, assesses field strengths and weaknesses and works to build strength where needed.
2. Provides training for Leadership Corps field liaisons in relational organizing and leadership identification.
3. Develops and implements methods for ongoing information sharing with Leadership Corps field liaisons and training for consistent, effective dissemination to membership.
4. Reviews Leadership Corps applications and makes selection recommendations for approval by a Board-appointed task force.
5. Develops and shares core competencies regarding AAUW processes and programs, including membership development, marketing, communications, philanthropy, structure, and other areas.
6. Prepares an annual budget proposal for the program to plan for costs related to travel, training, and communication for Leadership Corps field liaisons.
7. Works with field director to develop effective participation in grassroots advocacy and voter education.
8. Develops issue education and election action materials.
9. Maintains regular contact with key activists in assigned states.
10. Represents AAUW in coalition organizations to develop effective advocacy strategies.
11. Participates on team projects and staff committees or task forces on an as-needed or voluntary basis.
12. Writes for AAUW web page and *AAUW Outlook*.
13. Participates in the planning and implementation of events, conventions, and conferences.
14. Takes action authorized during lead staff's absence and uses initiative and judgment to see that matters requiring attention are referred to delegated authority.
15. Performs other related/comparable duties as required and assigned.

Minimum Qualifications

1. Bachelor's degree in related field required, advanced degree preferred.
2. Minimum of two years' related experience.
3. Working knowledge of relational organizing, affiliate development, or organizational development.
4. Experience working for a nonprofit required. Volunteer development, knowledge of women's, education, and equity issues preferred.

Submit a résumé with cover letter by e-mail indicating position title to AAUW Human Resources at aauwjobs@aauw.org.

5. Required to work weekends and evenings as needed. Job-related travel required.
6. Ability to demonstrate and establish credibility and professionalism with diverse group of volunteer leaders in person, over phone, and in written communications.
7. Excellent written and oral communication skills; ability to analyze and synthesize information.
8. Ability to work both independently and as part of a team.