



Position

Grassroots Advocacy Coordinator

Summary Description

In this newly created position you will coordinate national voter education and turnout campaign in conjunction with the field director, including coordinating field staff and volunteer leadership in intensive direct outreach (in 2012 in fifteen states). You will also be responsible for monitoring and tracking state legislation on AAUW public policy priorities, and coordinates grassroots advocacy.

Essential Duties

- Schedule and conduct day-long trainings in target states for AAUW state and branch leaders, as well as the leaders of local affiliates of our allies in the women's and civil rights community.
- Work with field director to develop effective AAUW participation in the elections process including direct outreach, social media, and online organizing.
- Develop issue education and election action materials in conjunction with public policy staff.
- Coordinate and train part-time, in-state campaign staff.
- Monitor and tracks state legislation on AAUW public policy priorities, and coordinate grassroots advocacy, including recruiting and training volunteer advocacy leaders.
- Maintain regular contact with key activists in assigned states, track and report progress.
- Together with field staff, assess field strengths and weaknesses and work to build capacity where needed by building coalitions.
- Keep up-to-date on issues by reading professional journals, newspapers, magazines, and other relevant sources.
- Represent AAUW in coalition organizations to develop effective voter education and turnout strategies, and collaborate with other voter education and turnout campaigns, and grassroots efforts.
- Participate in the selection and provide technical assistance for the progress of Impact Grant states. Monitor and evaluate program to ensure it reflects AAUW priorities.
- Participate in the preparation, maintenance, and evaluation of annual budgets for GOTV campaign.

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



- Participate on department team projects and staff committees or task forces on an as-needed or voluntary basis.
- Take action authorized during lead staff's absence and use initiative and judgment to see that matters requiring attention are referred to delegated authority.
- Be an active supporter and participant in a collegial and productive work environment.
- Perform other related/comparable duties as required and assigned.

Minimum Qualifications

- Bachelor's degree.
- Three years' experience in issue, electoral or community organizing.
- Familiarity with state and federal election laws.
- Experience with data management, voter registration files, and tracking legislation.
- Familiarity with CapWiz, and Knowlegis preferred.
- Excellent written and oral communications skills; and ability to analyze and synthesize information quickly and accurately.
- Ability to demonstrate and establish credibility and professionalism with diverse group of volunteer leaders in person, over the phone, and in written communications.
- Ability to work both independently, as part of a team, and effectively training and organizing volunteers.
- Ability to travel and work weekends as required.