

Employment: Full-time, Exempt

Program Area: Organizing and Civic Engagement

Reports To: Political Director

Full-Time Salary Band: \$62,000 – \$69,000

Location: Seattle, WA; Vancouver, WA; Yakima, WA (Negotiable within WA)

BACKGROUND

[OneAmerica](#) was established in 2001 by U.S. Representative Pramila Jayapal and has since grown to become a locally and nationally recognized leader in advancing immigrant, civil, and human rights. We utilize grassroots organizing, policy advocacy, and civic/electoral engagement to promote justice in three areas: immigration, education and early learning, and democracy. Our family of organizations consists of OneAmerica (501(c)3), OneAmerica Votes (501(c)4), and OneAmerica Votes Justice Fund (PAC).

POSITION DESCRIPTION

OneAmerica is seeking a passionate and experienced Candidate Pipeline Manager to build and manage OneAmerica and OneAmerica Votes future candidate training, mentorship, and governing program. The Candidate Pipeline Manager is crucial to OneAmerica and OneAmerica Votes' vision of a multiracial democracy in electing BIPOC, working-class immigrants and refugees to School Board and State Legislative Seats to govern with our growing New American Voting base to win a thriving home for all in WA State.

The Candidate Pipeline Manager will report to the Political Director and will be responsible for building and managing OneAmerica's future candidate and democracy issue campaign programs. The person in this role will be responsible for managing OneAmerica's Women of Color in Education (WoCE) base group, recruit, and mentor future candidates on their path to run for School Board and State Legislative seats, coordinate a state-wide table of organizations that are developing and training candidates for public office, and organize a democracy issue campaign team.

The ideal candidate will bring a strong anti-racist and power analysis to this work, using their skills as a confident, relational leader to build authentic relationships while managing multiple priorities with impeccable follow-through. This position is based in our **Seattle, Vancouver, or Yakima offices**.

RESPONSIBILITIES

Build and manage OneAmerica's Women of Color in Education (WoCE) base group (25%):

- Build the leadership of WoCE base group leaders through identifying women of color in the education field who have a self-interest in making systems changes and positioning them into roles in our candidate development and mentorship work
- Host regular WoCE base group meetings centered on the growth and leadership of members, tracking our collective goals on school board candidate strategy and integrate members into OneAmerica's issue and fieldwork

- Work with the WoCE committee to host four future candidate recruitment events a year that build a list of candidates to invite into OneAmerica's future candidate cohorts

Future Candidate Leadership Development and Mentorship (30%):

- Continually cultivate and maintain intentional and authentic relationships with base community leaders across WA state who have a self-interest in running for office
- Coordinate with National Partners at People's Action and New American Leaders to train future candidates on their path to run for office and mentor them to prepare for their future runs for public office
- Hold regular future candidate cohort meetings that develop a cohort of leaders who are building a local base and organizing on our Democracy or Multilingualism campaigns
- Participate in organizational trainings and activities held by OneAmerica and our partners

Build and manage OA/OAV's partner organization relationships (20%):

- Regularly attend political events in King County, Clark County, and Yakima County to build relationships with local Democratic Party and movement leaders
- Represent OneAmerica Votes at the First Mile partners table to ensure candidates OneAmerica Votes is supporting are getting financial backing from the First Mile donor program
- Represent OneAmerica at the People's Action Candidate pipeline cohort meetings to receive support from folks across the country and align local goals with national goals
- Alongside Sage Leaders, build and manage a state-wide development and training table

Develop and manage a grassroots democracy campaign team (25%):

- Organize a team of grassroots leaders who are focused on enforcing the Washington Voting Rights Act, shifting local elections from at-large voting systems to districted and/or ranked choice voting This team will also develop and cut an issue to continue to expand our democracy
- Attend Democracy Coalition meetings and center OA's democracy work as part of the coalition

QUALIFICATIONS & ATTRIBUTES

OneAmerica is seeking candidates who are passionate about building a progressive multiracial democracy in WA state by supporting community leaders from our base to run for public office. While no one candidate will embody all the qualifications below, our ideal candidate would bring:

REQUIRED:

- A strong analysis of power and racial equity with a commitment to build power in immigrant and refugee communities by leading with relationships

- Two to three years of work/education experience in electoral organizing or candidate development and recruitment
- Previous experience managing volunteer leaders
- Excellent group facilitation and coalition-building skills, and an ability to develop and maintain effective relationships with diverse allies and constituents
- A spirit of self-motivation, ownership, and collaborative initiative – ability to thrive independently and with a team, taking a project successfully from beginning to end with broad guidance
- Strong written and verbal communication, active listening, and relationship-building skills
- Ability to thrive within a fast-paced environment while maintaining effective time management, organization methods, and adapting to changing needs and priorities to successfully meet program deliverables

PREFERRED:

- Bilingual or multilingual
- Skilled communication abilities to train on organizing principles and techniques with Emerging Bilingual/English Learner populations
- Proficiency in tablet and smartphone technology and the ability to explain technology in accessible terms to individuals with limited digital literacy skills
- Proficiency with the Voter Access Network, peer-to-peer texting programs, and automatic dialing systems
- Proficiency in Microsoft Office and accompanying applications

PHYSICAL DEMANDS

- Ability to be on a computer for most of the day
- Access to reliable transportation and a valid Washington State driver's license are required
- Willingness to travel throughout Washington State and nationally on occasion
- Ability to travel within the state (1-2 times per month)
- Ability to hold multiple phone and/or video calls a day
- Willingness to accommodate community-based scheduling needs such as evening and weekend meetings

WORK ENVIRONMENT

- This is a hybrid position within Washington and can be based out of our Seattle, Vancouver, or Yakima offices. The organization requires employees to be in-office twice weekly on Tuesdays and Thursdays.
- Flexibility within Washington

COMPENSATION & BENEFITS

- Comprehensive health insurance coverage, including vision, dental, life insurance; short- and long-term disability; up to 20 weeks of family and medical leave; and more;
- Other benefits include cell phone and transportation stipends, Flexible Spending Accounts (FSA), 403(b) retirement plans and relocation packages;

- Five weeks of PTO in years 0-3, six weeks for years 4-6, seven weeks of PTO after 7 years of service;
- Three months paid sabbatical after every five years of service;
- OneAmerica is committed to work/life balance and encourages meeting-free Fridays, and Summer-free Fridays (3-day weekends for two months in the summer);
- We have a transparent compensation philosophy and offer cost-of-living and annual merit-based raises;
- We are committed to employee growth and advancement, including professional development investments

Desired start date: December 4, 2023

Apply by: October 6, 2023

Please be sure to add notifications@app.bamboohr.com to your contact list to ensure delivery of all correspondence from us.

OneAmerica is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.