



WNA Civic Engagement Associate and Organizer

OneAmerica's mission is to advance the fundamental principles of democracy and justice by building power in immigrant communities.

Employment type: Full Time

Program Area: Washington New Americans Program and Organizing

Reports To: WNA Senior Manager

Full-Time Salary Band: \$57,000 – \$63,000

Location: Seattle, 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

The Washington New Americans (WNA) program is devoted to helping eligible legal permanent residents become U.S. citizens, voters, and leaders in their community and seeks to strengthen our organizing of our citizenship applicants into positions of leadership among our OneAmerica (OA) and OneAmerica Votes (OAV) base.

OneAmerica is seeking a passionate and dedicated WNA Civic Engagement Associate and Organizer to run our WNA Ambassador Program made up of new American citizens to mentor them into leadership positions based on OneAmerica's organizing model. In addition, this person will be responsible for developing and implementing our voter registration program within WNA and civic engagement programs, Get-Out-the-Vote (GOTV), and other electoral activities during election season. These responsibilities will be accomplished under the supervision of the WNA Senior Manager and supported by the Organizing Director.

The ideal candidate will bring a background in organizing and civic engagement, using their skills as a confident, visionary, relational leader to build authentic relationships while organizing multiple priorities with impeccable follow-through. This position is based in our Seattle, WA office.

RESPONSIBILITIES

The following is a list of responsibilities that are broken down into work areas. Please note that there may be additional responsibilities or duties assigned by your supervisor to meet the needs of the organization.

WNA Ambassador Program (50%)

- Own accountability for a strategy to turn WNA applicants into WNA Ambassadors

- Design and implement a strategic 12-month ambassador program with clear organizing and outreach processes that are based on power building and invest in the long-term support, retention, and leadership development of our ambassadors
- Support and mentor ambassadors to become leaders within OA and OAV
- Facilitate and oversee ambassador cohort meetings with the support of the WNA Senior Manager and Organizing Director
- Continually cultivate and maintain intentional and authentic relationships with ambassadors, Organizing Staff, and WNA staff by completing 1 on 1s and mentorship/leadership development meetings
- Drive a strategic relationship-management approach to ambassadors, ensuring that all potential leaders and volunteers are identified and included in data collection and strategic follow-up planning

Civic Engagement (25 %)

- Implement voter registration and GOTV strategies under the supervision of the WNA Senior Manager and the support of the Civic Engagement team
- Run our voter registration program for new citizens at citizenship ceremonies
- Complete Voters Action Network Match using all data from our new citizens from WNA legal workshops and WNA grantees with the support of the Civic Engagement team
- Recruit ambassadors and other members of the WNA base to participate in Lobby Day, candidate endorsements, and GOTV activities
- Run text banks, phonebanks, and canvasses during election season to ensure all new WNA citizens are exercising their growing power and agency. This includes voter registration and GOTV activities.

OneAmerica staff responsibilities (15%)

- Attend internal meetings and staff retreats
- Support voter outreach events, Lobby Day, fundraising phonebanks, and other OneAmerica events
- Support advocacy campaigns and Public Meetings
- Attend OA member quarterly meetings.

Citizenship Workshop Support (10%)

- Support the WNA team with citizenship workshops including box packing and day of execution
- Recruiting ambassadors to aid in prepping materials for our citizenship workshops
- Recruiting ambassadors to take leadership roles in our workshops including outreach, social media promotion of WNA activities, and recruiting new ambassadors

QUALIFICATIONS & ATTRIBUTES

OneAmerica is seeking candidates who excel in movement-building and are results-oriented. Individuals who are hungry to learn and build relationships would thrive in this role. While no one candidate will embody all the qualifications below, our ideal candidate would bring:

REQUIRED

- One year's experience in electoral, union, and/or community organizing
- Proficiency with the Voter Access Network, peer-to-peer texting programs, and automatic dialing systems
- A strong analysis of power and racial equity with a commitment to build power in immigrant and refugee communities by leading with relationships
- Willingness to accommodate community-based scheduling needs, such as evening and weekend meetings
- Previous experience as staff in organizing programs
- 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
- Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law.

PREFERRED

- Spanish speaker preferred
- Proficiency in tablet and smartphone technology and the ability to explain technology in accessible terms to individuals with limited digital literacy skills
- Excellent group facilitation skills
- Ability to develop and maintain effective relationships with diverse communities
- Ability to thrive independently and with a team, taking a project successfully from beginning to end with broad guidance
- Skilled communication abilities to train on organizing principles and techniques with emerging bilingual/English learner populations

PHYSICAL DEMANDS

- Ability to be on a computer for the majority of the day
- Travel within the state (roughly 3-5 times per year)
- Ability to have multiple phone calls a day

WORK ENVIRONMENT

- This is a hybrid position based in our Seattle office. In-office twice a week (Tuesdays and Thursdays)

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: February 12th, 2024

Apply by: January 1st, 2024

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.