



# Lead Field Organizer

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

**Employment:** Full-time, Exempt

**Program Area:** Civic Engagement

**Reports To:** Political Director

**Full-Time Salary Band:** \$66,000-\$70,000

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

## BACKGROUND

[OneAmerica](#) (OA) 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 an experienced **Lead Field Organizer** to manage OneAmerica and OneAmerica Votes' year-round voter engagement, education, and registration programs with a focus on building the voting and political power of WA's migrant communities. The Lead Field Organizer will develop and implement our field programs alongside our organizing staff in King, Clark, and Yakima Counties, manage volunteer leaders, and organize values-aligned elected leaders and institutions to join our field work.

The Lead Field Organizer will report to the Political Director and will be responsible for the development and implementation of OneAmerica and OneAmerica Votes' year-round voter education, registration, and direct voter contact programs. The person in this role will support field organizers to drive the work in their regions and constituencies, develop the leadership and political acumen of local field volunteer and member leaders, and work to organize a cohort of values-aligned organizations and elected leaders to support our fieldwork and goals.

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 can be based in our Seattle, Yakima, or Vancouver offices in WA State.

## RESPONSIBILITIES

### **Manage OneAmerica and OneAmerica Votes' voter education, registration and Get out The Vote Programming (40%):**

- Build and implement OA/V's year-round field plan, moving from non-partisan voter education and engagement to partisan GOTV efforts in Primary and General elections
- Develop and manage our strategy to turn voters into volunteer leaders while reaching specific and measurable goals for voter outreach and regular voter absorption events.
- Support organizers and their member leaders by organizing and planning regular voter outreach events such as voter contact, voter education, GOTV, and registration events
- Design and implement friend-to-friend organizing and outreach processes that are based on power building and invest in the long-term support, retention, and leadership development of our base communities
- Drive a strategic relationship-management approach to OneAmerica's civic engagement work, ensuring that all potential leaders and volunteers are identified and included in data collection and strategic follow-up planning
- Build, manage, and regularly update training and scripts for external outreach and events
- Refine and manage internal volunteer training materials while updating these regularly based on feedback

### **Power Building & leadership development (40%):**

- Continually cultivate and maintain intentional and authentic relationships with our base and member leaders
- Manage implementation of the WA Voting Rights Act; including identifying local voting systems that dilute the vote of BIPOC voters, such as ballot issues and other items that keep our communities from positions of power while organizing our local base groups and partners towards actions to remedy violations and build a stronger, multiracial democracy
- Organize and host leader training sessions to invest in political education, voter outreach, and field skills that member leaders, staff, and board members need to take leadership roles in our work
- Hold organizers and local member leaders accountable for reaching voter outreach goals, voter registration, and voter education goals and train them to be self-sufficient on Voter Access Network (VAN), and any other voter engagement software
- Support high-level volunteer management for the Civic Engagement Team, including outreach and recruitment alongside our organizers and other department Civic Engagement liaisons
- Manage OneAmerica Votes' member leader-led yearly endorsement process that builds powerful relationships with candidates and begins a relationship of accountability and governance with our organization and base of member leaders
- Participate in organizational trainings and activities held by OneAmerica and our partners (including Civic Engagement and Citizenship Days)

### **Data management, Research and Analysis (20%):**

- Effectively manage VAN and CRM data entry and tracking with consistency and precision in data collection
- Research voting trends, election results, and track the efficacy of our field messaging

- Support ongoing design and refinement of OneAmerica's system for researching, predicting, and identifying strategic opportunities and open seats in districts across Washington state

## QUALIFICATIONS & ATTRIBUTES

OneAmerica is seeking candidates who are passionate about organizing BIPOC and immigrant communities in the political arena. 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
- Three years of experience in electoral organizing; with a strong emphasis on leading and managing voter contact and registration campaigns
- Three years of experience in union and/or grassroots organizing
- Proficiency with the Voter Access Network, peer-to-peer texting programs and automatic dialing systems
- Strong written and verbal communication, active listening, and relationship-building skills
- 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 with the ability to thrive independently and with a team. Taking a project successfully from beginning to end with broad guidance
- 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
- Native-level Spanish skills required

### PREFERRED:

- Understanding of Washington State's political, social and economic landscapes
- Skilled communication abilities to train on field 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
- Bilingual or multilingual assets and capacity

## PHYSICAL DEMANDS

- Ability to be on a computer for the majority of the day
- Ability to hold multiple phone and/or video calls a day
- Regular Travel within the state of Washington (Monthly, more regular travel during the months of GOTV)
- Access to reliable transportation and a valid Washington State Driver's license required

- Willingness to accommodate community-based scheduling needs, such as evening and weekend meetings

## WORK ENVIRONMENT

- This is a hybrid position within Washington state 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 regardless of location.
- Flexibility within Washington

## COMPENSATION & BENEFITS

- Comprehensive health insurance coverage, including vision, dental, and 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, and 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: April 22<sup>nd</sup>, 2024

Apply by: March 15<sup>th</sup>, 2024

Please be sure to add [notifications@app.bamboohr.com](mailto: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.*