



## FIELD ORGANIZING ASSOCIATE

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

**Employment type:** Full-time

**Salary Range:** \$39,422-\$49,278

**Program Area:** Civic Engagement

**Reports To:** Senior Political Manager

### SUMMARY

OneAmerica is seeking a passionate and dedicated **Field Organizing Associate** to successfully support our political work, particularly our electoral and issue field strategy throughout Washington state. The Field Organizing Associate plays a key role in OneAmerica's mission by implementing a voter-contact, organizing, and training program that invests in our base communities' ability to build political power.

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 immigration reform, expanded democracy, and education. Our family of organizations consists of **OneAmerica** (501(c)3), **OneAmerica Votes** (501(c)4), **OneAmerica Votes Justice Fund** (state PAC), and **OAV Justice for All PAC** (federal PAC).

Following four years of attacks under the Trump Administration, OneAmerica has worked to combat the emboldened racism and xenophobia facing our communities, while also building the social and political power of immigrant and refugee communities in Washington state. Our political strategy centers grassroots organizing, ensuring that we are building the broad and inclusive leadership of our communities to drive change. Please see additional background on the Field Organizing Associate role and instructions for applying below.

### BACKGROUND

OneAmerica is a vibrant and growing power-building organization that is committed to driving progressive social and political change for immigrants and refugees in Washington state. Given Washington state's current political climate and the momentum of years of important victories led by our members and partners, Washington is poised to lead the nation in bold policy and social change that will ensure immigrant communities thrive. At OneAmerica we strive to build a culture of co-governance both inside and outside our organization: centering leaders who are most impacted by systemic oppression to identify and move strategic solutions. We work to hold our elected leaders accountable to this model of governance as well.

OneAmerica's **Civic Engagement Strategy** seeks to strengthen the immigrant and refugee voting population in Washington State by: registering and directly contacting voters; interviewing and endorsing pro-immigrant, progressive candidates, and; engaging our base community in advocating for legislation that will strengthen our democracy.

# POSITION DESCRIPTION

The Field Organizing Associate will report to the Senior Political Manager and will be responsible for the overall implementation and coordination of a successful civic engagement field program that increases the participation and power of immigrants and refugees in advancing OneAmerica's legislative and political priorities.

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, WA office.

## RESPONSIBILITIES

### **Field Management (50%)**

- Own accountability for strategy to *turn voters into volunteer leaders* – reaching specific and measurable goals for voter outreach and monthly absorption events.
- Support OneAmerica leaders in leading and planning for regular voter-outreach events; manage issue and electoral phone banks.
- Design and implement friend-to friend organizing and outreach processes that are based in 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.

### **Leadership Development (20%)**

- Continually cultivate and maintain intentional and authentic relationships with base community leaders and fellows—develop others to lead.
- Plan, develop and deliver professional development training for field organizing staff and leaders.
- Support high-level volunteer management for Civic Engagement team, including outreach and recruitment alongside our organizers and other department Civic Engagement liaisons.
- Participate in organizational trainings and activities held by OneAmerica and our partners (including Civic Engagement and Citizenship Days).

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

- Effectively manage Voter Access Network (VAN) and Salesforce data entry and tracking with consistency and precision in data collection.
- Conduct research on non-citizen voting efforts, voting trends, and other issue campaigns that advance immigrant and refugee electoral power.
- Support ongoing design and refinement of OneAmerica's system for researching, predicting, and identifying strategic opportunities and open seats in districts across Washington state.

### **Training curriculum & field material development (10%)**

- Build, manage, and regularly update trainings and scripts for external outreach and events.
- Refine and manage internal volunteer training materials, updating these regularly based on feedback.

## 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:

- 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' work/education experience in electoral, union and/or community organizing.
- Proficiency with the Voter Access Network, peer-to-peer texting programs and automatic dialing systems.
- Previous experience managing field and/or volunteer programs.
- 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.
- Skilled communication abilities to train on organizing principles and techniques with Emerging Bilingual/English Learner populations.
- 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.
- Proficiency in tablet and smart phone technology, and the ability to explain technology in accessible terms to individuals with limited digital literacy 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.
- Willingness to accommodate community-based scheduling needs such as evening and weekend meetings.
- Access to a reliable vehicle and a valid Washington State driver's license required. Willingness to travel throughout Washington State and nationally on occasion.
- Bilingual or multilingual assets and capacity.

### **COMPENSATION & BENEFITS**

- Salary range is \$39,422 - \$49,278 depending on qualifications and experience.
- Comprehensive health insurance coverage, vision, dental, life insurance coverage, short- and long-term disability.
- 403(b) retirement plan, 5 weeks paid time off, paid family leave, ORCA transit card or vehicle stipend, and opportunities for sabbatical.
- OneAmerica is committed to employee growth and advancement, including professional development investments.

## TO APPLY

**OneAmerica is an Equal Opportunity Employer. We strongly encourage women, people of color, and LGBTQ-identifying candidates to apply.** Please send your resume and cover letter to [jobs@weareoneamerica.org](mailto:jobs@weareoneamerica.org) with the subject line "Field Organizing Associate." Your cover letter should describe your passion for building power in immigrant communities. Due to the pace of OneAmerica's campaign development, candidates are encouraged to apply as soon as possible for priority consideration. Please visit our website at [www.weareoneamerica.org](http://www.weareoneamerica.org) to learn more about OneAmerica.