

Colorado Civic Engagement Roundtable/Pikes Peak Equality Coalition Organizer

Job Title/Position: Half-Time Regional Organizer

Categories/Areas of Focus: Earned Media, Election Administration/Voter Protection, non-partisan voter engagement, issue based organizing and communications

Location: Colorado Springs (potentially extending to Pueblo)

The Colorado Civic Engagement Roundtable and the PPEC coalition seeks a half-time Regional Organizer whose responsibilities involve serving as the lead staff person in Colorado Springs, Colorado to work with progressive 501(c)(3) non-profit organizations that engage citizens to become more active in civic life.

The Pikes Peak Equality Coalition is committed to a strong and vibrant community where the most vulnerable are cared for and that the environment is protected by a responsive leadership that values diversity and equality. PPEC values equality, justice, respect, diversity and community. PPEC coalition groups include: Citizens Project; Inside/Out Youth Services; Women's Resource Agency; ONE Colorado; Planned Parenthood of the Rocky Mountains; 9to5 National Association of Working Women-Colorado Chapter; ACLU; Coloradans for Alternatives to the Death Penalty; Pikes Peak Justice and Peace Commission; NAACP; All Souls; Colorado Common Cause and Sierra Club.

The Colorado Civic Engagement Roundtable ("the Roundtable") is an integrated network of 43 non-partisan, non-profit organizations dedicated to achieving an inclusive, engaged, just, and equitable state for all Coloradans through collaborative year-round civic engagement programs. The Roundtable exists to make their efforts more effective by connecting them to resources, sophisticated technology, and to one another.

POSITION SUMMARY

The Regional Organizer will work with the PPEC coalition on non partisan voter engagement, issue based organizing, communications and election administration. The Regional Organizer will be responsible for providing the coordination and supporting PPEC groups in executing program as well as be responsible for facilitating appropriate spokespeople to gain earned media on a variety of issues (elections, fiscal organizing, jobs bill to name a few) by helping to place Letters to the Editor, writing opinion pieces as well as furthering the goals of ensuring fair and barrier free voting through participation in the Election Administration workgroup.

The Regional Organizer will:

- Build and strengthen relationships among potential PPEC/Roundtable participants through one-on-one and small group meetings
- Convene, facilitate and ensure completion of the follow-up from monthly meetings
- Work with participating groups to develop and execute a specific work plan for aligning and increasing civic engagement activities in Colorado Springs
- Implement the Colorado Springs portion of a statewide communications strategy
- Conduct annual project evaluations and strategic planning for future year projects
- Promote a framework of year-round civic engagement (ie programs will build on each other)

PRIMARY DUTIES AND RESPONSIBILITIES

Strategy, Planning and Program Execution:

- Convene and facilitate discussions with key representatives of participating organizations so the group understands each other's interests, levels of commitment, and needs so that we may identify and advance particular issues as collaborative civic engagement efforts
- Lead the development, implementation and evaluation of an annual strategic plan
- Integrate data into projects

Reporting and Evaluation:

- Prepare reports on collaborative projects
- Weekly check in with Roundtable Program Staff
- Quarterly check in with Roundtable Director

JOB QUALIFICATIONS

- Demonstrated knowledge of Colorado Springs, the landscape and key issues and people
- Commitment to the vision and goals of PPEC and the Colorado Civic Engagement Roundtable
- Knowledge of and experience in group dynamics and facilitation, problem solving and planning, consensus building and conflict resolution
- Ability to manage several tasks/projects concurrently and prioritize work effectively
- Knowledge of and experience with community organizing and campaign work
- Strong writing and interpersonal communication skills
- Ability to work with both data bases and social media platforms
- Demonstrated ability to work independently, meet deadlines and take the initiative yet be accountable to and part of a team working toward a common goal
- Relational development skills and ability to work with a diverse group of people
- Access to reliable transportation
- Bachelor's degree or equivalent work experience

WORKING CONDITIONS

- Half-time position based in Colorado Springs
- Occasional evening and weekend work required
- Fast-paced and required juggling multiple projects and meeting deadlines

SALARY RANGE

Competitive non-profit salary, commensurate with experience. This is a 1 year grant funded position with a potential for extension

REPORTING

This position reports to the Colorado Civic Engagement Roundtable Executive Director and Program Director

To Apply: Please send cover letter and resume to info.coroundtable@gmail.com before December 12, 2012

An Equal Opportunity Employer: Women and Individuals of Color Strongly Encouraged to Apply