

# Organizer

*The Indivisible Organizer will be working to support local groups throughout 6-9 states, supporting, developing and managing leadership to push back against Trump's agenda and building power for the progressive movement as a whole. The position will also support Indivisible's national electoral plan, implementation of new tools for organizing, and ongoing development of our model through site visits, multiple venues of communication and distributed organizing, and will be almost entirely remote.*

## **About the Indivisible Project**

We are a dynamic, non-profit start-up seeking initial full-time hires to support our mission: resisting Trump's agenda by empowering local activist groups to make their Members of Congress listen. Our work is premised on a simple idea: that Trump's agenda doesn't depend on Trump--but rather on whether individual Members of Congress resist. In short, we work to support the creative, local leaders driving the [Indivisible Movement](#).

Following the election of Donald Trump, a group of two dozen former congressional staffers and progressive advocates [drafted a document](#) called "Indivisible: A Practical Guide for Resisting the Trump Agenda." [What is the Indivisible Guide?](#) It's a toolkit on citizen power, a set of local, defensive advocacy strategies and tactics for resisting the Trump agenda. Thousands of local groups have now formed in nearly every congressional district in the country to put the the guide into action.

The Indivisible Project is now transitioning from an all-volunteer organization to a hybrid volunteer and staff model to support their efforts. We are hiring for these positions immediately.

**How to Apply:** If you are interested in one of the below opportunities, please send your CV, cover letter, and salary requirements to [jobs@indivisibleguide.com](mailto:jobs@indivisibleguide.com) with the position title in the subject line. All positions listed below are full-time, with salaries commensurate with experience and a benefits package.

Indivisible, a project of The Advocacy Fund, is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, including bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, medical condition (cancer-related) or conditions Acquired Immune Deficiency Syndrome (AIDS) and AIDS-related conditions (ARC). Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

## Responsibilities

- **Build Relationships and Organization**
  - Have structured conversations and interactions with local group leaders and activists to advance organizational goals
  - Push people to take action and to take ownership of their local groups
  - Debrief and reflect; engage in critical analysis

- Create a culture of listening, accountability, urgency, warmth and hope in all interactions with local group leaders, volunteers, and other staff
- **Volunteer management**
  - Act as an advocate both up and down for group leaders and volunteers
  - Assess group leaders and activists; develop leaders at the local, regional and state level
  - Train leaders to take on peer to peer mentorship and management
  - Effectively plan and delegate work
  - Work with volunteer leadership to drive tactical work
  - Manage time and resources to maximize organizational impact
  - Coordinate the work of volunteers and group leaders; provide guidance and mentorship
  - Travel for site visits to do training and development
- **Provide local organizing strategy and support**
  - Exercise independent judgment to meet campaign goals
  - Develop creative campaign tactics and implement strategic plans
  - Plan work and create work plans and structures for volunteers and local group leaders

#### Qualifications

- Three or more years of field organizing experience for an advocacy organization and/or political campaign
- At least one year of experience in management, with preference for remote management
- Excellent written and verbal communication skills; Spanish language skills preferred
- Alignment on the core values and strategy of the Indivisible Project

#### Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to clearly communicate with others: to understand them and to be understood
- Must be able to read and compose documents so that their intent is easily understood
- Must be able to effectively use a computer and telephone to conduct business
- Must be able to maneuver within small office spaces
- Must be able to travel between locations by vehicle and/or plane (this travel will be funded or reimbursed by Indivisible)

#### Work Environment

Candidates should be prepared to either work from home or in a professional office environment as the organization evolves. This role routinely uses standard office equipment such as computers, phones, and photo copiers. The role may require domestic travel.