

**ORANGE COUNTY ACTION (OC ACTION)
JOB DESCRIPTION**

Title: Senior Organizing Manager
FLSA: Exempt, Full Time
Pay range/rate: \$95,000 to \$107,800

Division: Civic Engagement
Supervisor: Executive Director

Summary

The Senior Organizing Manager will lead OC Action's integrated voter engagement (IVE) strategy, community organizing activities and support the launch of the county-wide revenue & budget coalition, in service to the alliance's goals and objectives. This can look like: cultivate and maintain key community partnerships with organizations, government officials, and resident leaders through effective volunteer engagement leadership; work with OC Action civic engagement and research team members to identify, and map communities in which we seek to organize and build community power; and establish organizing objectives while working collaboratively within the organization to achieve alignment and meet goals. The Senior Organizing Manager will also embody OC Action's mission and values and be able to speak to the needs of OC Action's participants and communities.

Essential Functions

Organizer Skill Set

- Work with coalition partners, campaign and community teams to establish organizing priorities; build grassroots power in service to structural and cultural change
- Support the building of power through engaging community volunteers, supporting leadership development and building partner relationships
- Produce clearly written and compelling call and text scripts for fast-moving priority campaigns
- Closely track political developments and identify strategic organizing and advocacy opportunities for the alliance
- Leverage and sustain long-term volunteer teams (including the call team and text team) and recruit, train, and manage campaign-specific volunteer teams, either in person or remotely

Effective Coordination and Collaboration:

- Work to align multiple priorities within the R&B countywide coalition composed of alliance partners, local allies, and community champions to advocate for budget reforms that enact key structural reforms, center communities in decision-making, and shift wealth and power
- Work with civic engagement and research team members and together utilizing communication, digital, and legal capacities to build transformative power and achieve campaign goals; and in collaboration with the Senior Communications Manager, support the development and execution of media and public outreach communications and strategies

Qualifications and Skills Required

- Experience with issue advocacy and/or electoral campaigning at the federal, state, and/or local levels, including campaign management experience.
- Experience designing organizing strategy and executing organizing plans and tactics.
- Track record of success in grassroots organizing, volunteer training, issue advocacy and/or political program planning.
- Strong leadership and management experience that demonstrates the ability to develop, train, and coach reporting staff and work within teams.

- Experience using data to inform strategy (targeting, mapping, modeling, dashboards, key performance indicators), measure goals and increase effectiveness. Demonstrated commitment to fostering a values driven/data informed approach. Understanding of media use in campaign and organizing strategy
- Excellent oral communication skills and effective written communication skills. Ability to communicate effectively across diverse identities, communities and audiences
- Excellent research, writing, analytical, and communication skills
- Familiarity building, leading, and working within coalitions
- Ability to work in a fast-paced environment, simultaneously handle many tasks; work efficiently, meeting multiple deadlines, while remaining composed under pressure
- Familiarity with earned media strategies
- Willingness to travel
- Verification of employment eligibility and Background Check required
- Current and valid California Driver's License or ID
- Access to transportation to travel to conferences, meetings, and trainings (if driving, verification of car insurance is required)

Environmental Conditions (Working Conditions)

The environment for this position is a shared office and outside exposed to weather conditions and noise

Physical Requirement

In the course of performing this job, the employee typically spends time sitting, standing, driving, walking, typing, listening, and speaking

Application Process

Please email a cover letter, resume, and 2 professional references (past supervisors including email address and phone number) to: info@ocaction.org.

Please ensure that the email subject has the job title: **Senior Organizing Manager**

No phone calls please.

Application deadline: Open until the position is filled.

Agency Background

OC Action is committed to a long-term progressive transformation of the Orange County electorate and we will continue to move towards the change that our people deserve.

OC Action is an innovative partnership of community-based organizations committed to increasing the quality, scale, and effectiveness of civic participation in communities of color and among low-income populations. Alliance Partner organizations are: Resilience OC, Orange County Asian Pacific Islander Community Alliance, Orange County Congregation Community, Orange County Labor Federation, Orange County Environmental Justice, the California Healthy Nail Salon Collaborative.

Orange County Action (OC Action) is an Equal Opportunity/Affirmative Action Employer