



OC ACTION

ORANGE COUNTY ACTION (OC ACTION) JOB DESCRIPTION

Title: Digital Organizing Coordinator
FLSA: Non-Exempt, Full-Time
Pay range/rate: \$72,800 - \$80,340

Division: Communications
Supervisor: Communications Director
Revised: January 2026

Summary

OC Action is seeking a Digital Organizing Coordinator to support the content development of the organization. Reporting to the Communications Director, the Digital Organizing Coordinator will support the development of social media graphics and video, and the maintenance of OC Action email and volunteer engagement CRM programs across OC Action's multiple affiliated entities.

Essential Functions

Digital Organizing

- Draft copy for digital actions, including online petitions, letter-writing campaigns, and pledge forms.
- Draft copy for email blasts to OC Action's email list to promote the organization's campaigns, programs, and events.
- Working with the Communications Director, plan and write a range of content for external distribution, including blogs, op-eds, and narrative guides that support OC Action's campaigns and programs.

Social Media Content

- Directly develop content for social media, including graphics and video to promote OC Action's views, policy priorities, and endorsed positions and candidates.
- Develop copy for social media posts, including scripts for short-form video, content guidance to graphic design contractors, and post captions.
- Identify relevant news articles and social media posts that reflect OC Action's policy priorities, values, and brand for redistribution via the organization's social media channels.

Organizational Platforms

- Support the redesign of OC Action's websites.
- Support the development of new website landing pages for relevant campaigns.
- Publish RSVP forms on the Mobilize account.
- Develop and schedule emails for mass release via the Action Network account.

Organizational Logistics

- Support internal communications and participant engagement for major organizational events, including registration systems, email, and SMS workflows.



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- In collaboration with the Communications Director, coordinate with all OC Action Departments to identify Communications-related needs, and develop necessary content in a timely manner.

Other

- Other related duties as assigned.

Minimum Qualifications

- Excellent writing skills, including planning and outlining, editing, revising, spelling and grammar, and narrative coherence for both internal and external materials.
- Proficient graphic design skills, with the ability to work on Canva or similar graphic design software.
- Strong philosophical alignment and commitment to OC Action's theory of change and organizing model to win systemic and institutional change.
- Familiarity with digital calls to action, including online petitions and social media.
- Attuned to local, statewide, and national news cycles; proficiency in curating relevant social media content based on relevant news stories.
- Effective time management skills, including prioritizing and managing multiple tasks.
- Ability to work outside of traditional hours as the need arises.

Preferred Qualifications

- Bilingual (English-Korean; English-Spanish; English-Vietnamese) preferred.
- Familiarity with WordPress and Search Engine Optimization.
- Familiarity with digital organizing tools, including but not limited to Action Network and Mobilize.

Management Responsibilities

- None

Environmental Conditions (Working Conditions)

This is a hybrid, work-from-home position with a requirement to attend in-person meetings and retreats as required. The environment for this position is a shared office and outside, exposed to weather conditions and noise.

Physical Requirements

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



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Application Process

Please email a cover letter, resume, 2 professional references (past supervisors including email address and phone number), and two graphic design samples to: info@ocaction.org. Please ensure that the email subject has the job title: Digital Organizing Coordinator

No phone calls, please.

Application deadline: Open until 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 Congregation Community, Orange County Labor Federation/Orange County Voter Information Project, Orange County Environmental Justice, and the California Healthy Nail Salon Collaborative.

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