

Oregon League of Conservation Voters Job Announcement: Field Organizer

November 7, 2008

OLCV is Oregon's leading environmental political group. OLCV runs aggressive campaigns to elect pro-environment leaders and hold elected officials accountable. OLCV also plays a leadership role in coordinating the Oregon environmental community's lobbying efforts in Salem. OLCV and its Political Action Committee, along with its sister organization, OLCV Education Fund, have a combined annual budget of more than \$1,000,000.

County Chapter Organizing

Field organizers are responsible for organizing two or three of our eight County Chapters. OLCV's county chapter program was established with the goal of increasing the grassroots capacity of the environmental community working on elections and to bring a local focus to OLCV's work. The county chapter program is the heart of OLCV's political program at the local level. OLCV field organizers lead these county chapter efforts to identify and elect pro-environment candidates for city, county and other local governments, as well as executing campaigns for legislative offices within the county. A subset of county chapter responsibilities include:

- Recruiting volunteer chapter steering committees, and organizing their efforts to recruit candidates, endorse candidates and ballot measures, fundraise, recruit volunteers, develop and execute campaign plans, perform grassroots lobbying activities, and issue Scorecards.
- Writing and executing numerous campaign plans. This work includes message development, overseeing temporary staff, recruiting volunteers, holding phone banks and canvasses, writing LTEs, designing political mailers, and making targeting decisions.
- Coordinating activities with candidate campaigns and other groups.
- Writing local newsletters, email blasts, and designing postcards and flyers.
- Maintaining county chapter section of the OLCV website.
- Establishing relationships with local media and coordinating local press events while executing OLCV's media plan.

Other duties separate from the county chapter program will include organizing local conservation forums with elected officials, tabling and community events, and skills training workshops for citizens.

General Skills Desired

- Experience recruiting, training, and managing volunteers
- Experience building a long-term, sustained, volunteer movement
- Experience on an election, lobbying campaign, or public education campaign
- Experience with email newsletters, designing mailers and/or website development/design
- Experience working with the media
- A demonstrated interest in environmental issues
- A demonstrated interest in Oregon politics
- Superb one-on-one communication skills
- Strong written communication skills
- Strong computer skills, including experience with spreadsheets, databases, and graphic design

We are looking for someone who can start by early December and who would be willing to commit to OLCV at a minimum for a two year cycle. Travel will be required within the state. Salary will be between \$35,000-\$41,000, depending on experience. OLCV offers excellent health, dental, vision and retirement benefits as well as generous vacation benefits.

Applications will be accepted until November 24, or until a hiring decision is made. Send resume and cover letter to: OLCV Job Opening – Field Organizer, 320 SW Stark #530, Portland, OR 97204, Fax to (503) 224-1548, or via email to katy@olcv.org. Applications via email are preferred.

OLCV is an equal opportunity employer. Applications from women and people of color are encouraged.