



Job Description: Statewide Engagement Coordinator

Basic Rights Oregon is an equal opportunity employer committed to a diverse, multicultural work environment. People of color, people with disabilities, and people of diverse sexual orientations, gender expressions and identities are encouraged to apply.

ABOUT BASIC RIGHTS OREGON

Basic Rights Oregon is the state's largest grassroots organization dedicated to ending discrimination based on sexual orientation and gender identity. Founded in 1996 and headquartered in Portland, Basic Rights Oregon is a progressive, statewide nonprofit organization. For more information, visit www.basicrights.org.

POSITION OVERVIEW

This position is responsible for coordinating Basic Rights Oregon's get out the vote program and working with volunteers and community stakeholders in meaningful campaigns to advocate for LGBTQ2SIA+ rights and equality. This is a collaborative, dynamic position with responsibilities that vary with the electoral cycle, community need, and the organization's strategic plan. For example, the person in this position may work with/in a local community that is facing an unfriendly school board one week and the next pivot to organizing grassroots support for a statewide ballot measure. Volunteer engagement, mobilization, communication, and logistics are key skills for any successful candidate. We are a small team with a big mission. The position will involve in-state travel. This is a full-time, bargaining unit position.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Organizing

- Monitor school boards and local jurisdictions across the state for anti-LGBTQ2SIA+ policy initiatives and work with the Statewide Engagement manager to mobilize BRO volunteers and partner organizations to provide a counterpoint and organize against those efforts
- Act as organizational representation at statewide LGBTQ2SIA+ events, convenings, pride events, etc.
- Coordinate semi-annual Lobby Days and other volunteer advocacy opportunities in conjunction with the statewide engagement manager
- Act as the liaison between community voices and organization
- Ensure accurate, complete and timely data entry across platforms each week for complete constituent contact records and to assist in productive/successful outreach efforts; coordinate with the administrative manager on database hygiene protocols and maintenance in accordance with best practices and as directed

- Work as part of the BRO organizing team on volunteer engagement and fundraising, including phonebanks.
- Coordinate BRO's support of political and advocacy campaigns through recruiting volunteers, running lists in Every Action and VAN, and GOTV efforts.

Training and Alliance building

- Build meaningful and reciprocal relationships with LGBTQ2SIA+ organizations based across Oregon, particularly outside the Portland Metro area
- Facilitate workshops to deepen volunteers' understanding of key racial justice, trans justice, LGBTQ2SIA+ youth and other pertinent issues
- Coordinate and implement statewide campaign plans as directed by BRO, coalition partners, and other relevant stakeholders
- Act as a trainer in BRO's Fair Workplace program, as needed
- Perform other duties as assigned

QUALIFICATIONS

- Two+ years full-time community, labor or constituency organizing experience
- Experience working with LGBTQ2SIA+ communities and BIPOC communities
- Understanding of how to conduct canvassing, Get Out the Vote, and mobilization efforts
- Demonstrated ability to manage coordinate projects and meet targeted goals and objectives
- Ability to work independently and collaboratively in a team setting
- Commitment to the mission and goals of the organization, including commitment to anti-racism, youth inclusion and fighting transphobia
- Strong understanding of how homophobia, transphobia and racism operate and intersect; ability to operationalize that understanding in work plans and campaigns
- Experience with volunteer/voter databases, list management, and data hygiene practices—specifically EveryAction and VAN
- Ability to work long hours on occasion, including nights and weekends
- Strong written and verbal communications skills
- Valid state driver's license.

COMPENSATION AND BENEFITS

- Competitive salary, commensurate with experience, range \$55,029.35 - \$57,915.20, DOE.
- Medical, vision and dental health care provided with the employer paying 100% of the employee's monthly premium.
- Paid time off includes 15 days of vacation and 5 days of sick time annually.
- 10 paid holidays annually.

Physical Requirements

- Ability to sit at a desk for long periods of time
- Ability to work at a computer for long periods of time
- Ability to drive long distances periodically.

Job Type

- Full-time, salaried exempt and represented by a collective bargaining agreement. This is a hybrid and flexible position. The role will involve regular work in the office with the BRO team and requires some travel.

TO APPLY:

Please send a cover letter, resume and the names and contact information for three references electronically by August 31 to Janice Lorenzana at janice@basicrights.org. The subject line must include “**Statewide Engagement Coordinator** -[Your Name]” to be considered.

Previous applicants to Basic Rights Oregon are encouraged to reapply.