



Job Description

Title: Midwest and Southeastern Regional Campaign Organizer	Date: February 25, 2019
Select One: New Position <input type="checkbox"/> Revised Job Description (indicate previous position title): <input checked="" type="checkbox"/>	
Position Classification (for internal purposes): Business Support III	
Status: <input checked="" type="checkbox"/> Full-Time; <input type="checkbox"/> Part-time; <input type="checkbox"/> Temporary (length of assignment):	# of hours/week: 40
FLSA Classification: <input type="checkbox"/> Non-exempt; <input checked="" type="checkbox"/> Exempt	
Office Location: Portland; D.C.; Denver; LA; Remote; <input checked="" type="checkbox"/> Other (Indicate): Minnesota	
Position Reports To (title): Regional Campaign and Outreach Manager	Department: Political Advocacy

Organization: Compassion & Choices works nationally to improve care and expand choice at the end of life. Compassion & Choices envisions a society where everyone receives state-of-the-art care at the end of life, and a full range of choices for dying in comfort, dignity and control. We engage our mission through three main pillars of service: end-of-life consultation, educational programs, and legislative/legal advocacy.

Position Summary: This position, is primarily responsible for working closely with the Regional Campaign and Outreach Manager to formalize and streamline grassroots activities while building capacity and infrastructure. The Campaign Organizer will also provide key support for outreach activities and events, particularly around volunteer activities and issue-based campaigns.

- Essential Duties and Responsibilities:** Core duties and responsibilities include the following (other duties may be assigned):
- Provides oversight to C&C volunteers including managing volunteers to implement C&C's grassroots organizing and development activities within the region.
 - Provides technical assistance and support to Action Teams throughout the region (such as: trainings on and sharing of C&C toolkits).
 - Drafts effective advocacy and development alerts for activist activities and events.
 - Coordinates C&C involvement in public/healthcare outreach events (such as: putting together volunteers for booths and presentations).
 - Leads volunteer trainings and educational talks to build broader support for the aid in dying movement. Cultivate relationships with local community groups.
 - Mobilizes individuals throughout the region to voice support for our legislative goals and full access to end-of-life choice for the following actions: letter writing campaigns, phone banking, canvassing, days of action, visibility events, legislative lobbying, public health committee hearing, etc.
 - Attends and participates in all relevant C&C and external meetings throughout the year, including but not limited to weekly staff check-ins and weekly field calls.
 - Serves as the primary administrative support for Regional Campaign and Outreach Manager.
 - Draft Weekly Program Updates.
 - Assist digital with social media updates.
 - Maintains electronic filing system and ensuring the Intranet site is updated with Political Advocacy team materials.
 - Conducts data searches, prepares reports and inputs data into the content management system (CMS).
 - Oversees maintenance of data in activist database and runs data reports as needed.

- Support C&C development efforts as requested. This could include activities such as sharing prospects, briefing staff & donors, alerting staff of fundraising opportunities, reaching out to donors and making direct fundraising asks.
- Demonstrates commitment to and active support of C&C's Diversity & Inclusion program.
- Timely and accurate completion of related reports (such as "P card" statement, performance reviews, time cards, etc.).
- Knows, supports and administers the policies and procedures of C&C.
- Familiarity with and commitment to the Compassion & Choices mission.
- Other duties as assigned.

Supervisory Responsibilities: Directly supervises Action Teams and volunteers. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training; planning, assigning and directing work; addressing complaints and resolving problems.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies:

- **Adaptability** - Adapts to changes in the work environment. Manages competing demands. Changes approach or method to best fit the situation. Able to deal with frequent change, delays, or unexpected events.
- **Analytical** - Synthesizes complex or diverse information. Collects and researches data. Uses intuition and experience to complement data. Designs work flows and procedures.
- **Critical Thinking** - Ability to actively and skillfully analyze information and convert that analysis into effective and efficient solutions; Develops ideas to achieve organizational goals; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision making process.
- **Dependability** - Follows instructions, responds to management direction. Takes responsibility for own actions. Keeps commitments. Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.
- **Detail oriented** – Possesses extreme attention to detail; catches own errors early on.
- **Interpersonal Skills** - Works as a team player with others (staff, volunteers, etc.); Provides information to staff/volunteers on volunteer activities; Ability to communicate effectively with diverse audience; Focuses on solving conflict, not blaming; Maintains confidentiality; Active listening skills; Keeps emotions under control; Remains open to others' ideas and tries new things. Accepts feedback from others; Gives appropriate recognition to others. Maintains confidentiality.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations. Listens and gets clarification. Responds well to questions. Demonstrates group presentation skills. Participates in meetings.
- **Planning/Organizing** – Effectively prioritizes and plans work activities. Uses time efficiently. Plans for additional resources. Sets goals and objectives. Strives to increase productivity. Organizes or schedules other people and their tasks. Develops realistic action plans. Works efficiently and with minimal supervision.
- **Problem Solving** - Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Works well in group problem solving situations. Uses reason even when dealing with emotional topics.
- **Professionalism** - Approaches others in a tactful manner. Reacts well under pressure. Treats others with respect and consideration regardless of their status or position. Accepts responsibility for own actions. Follows through on commitments.
- **Project Management:** Demonstrated experience in successfully managing projects using goals, plans, and performance measures. Demonstrated knowledge of project management principles.
- **Quality** - Demonstrates accuracy and thoroughness. Looks for ways to improve and promote quality. Applies feedback to improve performance. Monitors own work to ensure quality.
- **Self-Management** – Strong time management skills.
- **Teamwork** - Balances team and individual responsibilities. Exhibits objectivity and openness to others' views. Gives and welcomes feedback. Contributes to building a positive team spirit. Puts success of team above own interests. Able to build morale and group commitments to goals and objectives. Supports everyone's efforts to

succeed.

- **Written Communication** - Writes clearly and informatively. Edits work for spelling and grammar. Varies writing style to meet needs. Presents numerical data effectively. Able to read and interpret written information.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

● **Education and Experience:**

- Bachelor degree highly desired in political science/public health/management or other related field) – or equivalent education and/or experience in a similar position.
- A minimum of 3 years of work experience or strong internships and political campaign experience
- Knowledgeable about issues of choice, ethics, health and social justice.
- Experience preferred in lobbying and/or political campaigns, or community organizing.
- Familiarity with the city and state legislative process preferred.
- Familiarity with and commitment to the Compassion & Choices mission.

● **Skills:**

- Experience with forms of social media, such as Facebook.
- Exceptional interpersonal, organizational and communication skills, including writing skills.
- Ability to earn the confidence of a wide range of internal and external constituents.
- Ability to demonstrate public speaking and training skills preferred.
- Ability to gracefully manage multiple projects and to meet multiple deadlines.
- Ability to work independently and as part of a team.
- Strong administrative and organizational skills.
- Computer Skills: Excellent computer skills, including Excel, Word, Outlook, Database management, Google environment.

Other Qualifications

- **Certificates, Licenses, Registrations:** None
- **Travel:** Must be able and willing to travel and have own means of transportation where applicable (possible weekends). 25% of travel.

Environmental

- **Physical Demands:** 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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit for longer periods of time. The employee is occasionally required to stand and walk (includes maneuvering through airports and hotels). The employee must occasionally lift and/or move up to 25 pounds.
- **Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate and typical of that found in an office environment.

Approved by COO		Title	Date
Print Name: Trish Bernstein	Signature: 	COO	2/25/19

