



Job Description

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| Title: Campaign Organizer-New York and New Jersey | | Date: May 6, 2019 |
| Select One: <input checked="" type="checkbox"/> New Position Revised Job Description (indicate previous position title): | | |
| 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): New York/ New Jersey | | |
| Position Reports To (title): NY/ NJ Senior Campaign Director | | 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 NY/ NJ Senior Campaign Director and 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 in New York and New Jersey as we continue to authorize, expand access, and protect medical aid in dying and the full range of end-of-life options.

- Essential Duties and Responsibilities:** Core duties and responsibilities include the following (other duties may be assigned):
- Recruit new supporters, volunteers, and New Yorkers and New Jerseyans who have a story to share that will help illustrate the need to expand end-of-life options and ensure access.
 - Provide support to volunteers by organizing trainings, sharing toolkits developed by the organization, and holding periodic conference calls.
 - Provides technical assistance and support to Action Teams throughout the region (such as: trainings on and sharing of C&C toolkits).
 - Communicate with supporters and volunteers about upcoming events and advocacy opportunities via telephone, email, and social media.
 - Identify opportunities for the organization’s presence at public events and coordinate the organization’s involvement and presence at such events, including setting up tables and booths, and recruiting volunteers to help staff the events, and providing support to those volunteers.
 - Seek out and engage in public speaking opportunities to build broad support for expanding and ensuring access to end-of-life options.
 - Cultivate relationships with diverse community groups.
 - Mobilize supporters to take action on our legislative and access campaigns, including writing letters, making phone calls, participating in phone banks, attending events in Albany, New York City, and Tenton, meeting with lawmakers and other stakeholders.
 - Attend and participate in relevant organization meetings.
 - Accurately enter and maintain data on volunteers, supporters, and new contacts in the organization’s data management system.

- 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.).
- Understand, support and administer 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 workflows 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 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 internship and political campaign experience
- Demonstrated knowledge about issues of choice, ethics, health and social justice.
- Experience in lobbying, political campaigns, or community organizing.
- Familiarity with the city and state legislative process preferred.
- Familiarity with political and community organizations in New York City.
- Familiarity with and commitment to the Compassion & Choices mission.

- **Skills:**


- Experience with social media, including Facebook, Twitter, and newer methods of communication.
- Exceptional interpersonal, organizational and communication skills, including writing skills.
- Ability to earn the confidence of a wide range of internal and external constituents.
- Public speaking and training skills.
- 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 | 5/6/19 |

