



# JOB ANNOUNCEMENT

## Data & Communications Organizer, Missouri Jobs with Justice

Salary: Commensurate with experience

Benefits: Full health coverage, 2 weeks vacation, collective bargaining agreement

### The Organization

Missouri Jobs with Justice (JwJ) is a coalition of labor, religious, student and community activists and organizations committed to protecting the basic human rights of men and women. Jobs with Justice addresses the root causes of poverty while working for an economic base that benefits the entire community. We believe that the fate of labor unions and the communities in which their members live are tightly bound together. We work in partnership with central labor councils, local unions, civil rights organizations, students, community, and faith-based organizations in mobilizing direct actions for civil and human rights for all people, including the right to organize a union, rebuilding the social safety net, living wages, health care, and equal treatment for all.

Missouri Jobs with Justice is an equal opportunity, affirmative action employer. We seek a diverse pool of volunteers and applicants for all opportunities and responsibilities within the organization – in particular with respect to women, people of color, the LGBT community, immigrants, and people of all ages.

### The Position: Data & Communications Organizer

The Data & Communications Organizer will work closely with staff and leaders throughout the state to manage our organizations broad-based mobilization and communications. This is not an IT or web development position. We're looking for an individual that is familiar with connecting technology and activism – someone who wants to use their "tech geek" inclinations to build a powerful social justice movement.

It is important that applicants bring some experience and skills related to the responsibilities below. However, Missouri JwJ is willing to invest in considerable training for a candidate with the independent drive, professional rigor, passion for social justice and commitment to build quality technology tools to support hard-hitting economic justice campaigns.

### Responsibilities:

*Data Management:* Primarily responsible for developing and rigorously maintaining Missouri JwJ's database so that it allows for increasingly sophisticated tracking of members activities and targeted communications based on interest, geography and other relevant criteria.

*Online Mobilization:* Work with leaders and other organizing staff to plan and implement online advocacy campaigns that complement the grassroots organizing throughout the state, and regularly report on performance of online advocacy efforts to leadership and staff.

*Website and Social Networking site management:* Create, update and maintain content for St Louis, Kansas City and Missouri JwJ websites, as well as these organizations' presence on social networking sites; connect contacts garnered through these systems with the other mobilizations systems within the organization; develop strategies for viral list growth.

*Other Membership Communications:* Will coordinate the annual program of more traditional communications strategies with the membership of Jobs with Justice including direct mail and phone banks, this will include managing relationships with vendors including designers, printers and mail houses.

*Committee Support and Development:* Work closely with committee chairs and organizing staff to ensure the online growth is integrated into the face-to-face base-building, mobilization and leadership development carried out by leaders in committees. This will include equipping leaders with regular reports tracking base-building and mobilization relevant to their committee's work.

*Grassroots Fundraising:* Assist in developing and be primarily responsible for tracking progress of the annual grassroots fundraising plan, including organizational contributions, individual contributions, an ad campaign, special events and other grassroots activities; primarily responsible for developing, implementing and reporting on the success of new online strategies for fundraising.

*Volunteer and staff supervision:* Responsible for supervising volunteers and part-time administrative staff in data entry, mailings and other basic office functions.

*General administration* The organizer will also be responsible for some general administrative functions of office operations.

### **Qualifications**

- Solid, commitment to the principles of social and economic justice,
- Excellent communication skills, both oral and written,
- Creative and strategic thinker,
- Self-starter, and able to work consistently and independently toward agreed upon goals,
- A strong ability to motivate people, coordinate volunteer activity and delegate responsibility,
- Ability to develop and maintain relationships with a wide range of organizations and people,
- An understanding of grassroots organizing, and how technology can strengthen movement-building,
- Understanding of online fundraising,
- Familiarity with the basics of database management, knowledge of Microsoft Access a plus,
- Familiarity with online mobilization tools, knowledge of Convio a plus,
- Familiarity with website development and maintenance,
- Knowledge of social networking sites and how social justice campaigns and organizations can utilize these networks,
- Willingness to work long hours, including nights and weekends,
- Own vehicle available for work (mileage is reimbursed).

Also Desired: Knowledge of and/or participation in Jobs with Justice in Missouri or elsewhere in the country.

**Please send a resume, writing sample and at least two references by 5 pm on Fri, Nov 14, 2008**

To: Personnel Committee, Missouri Jobs with Justice

Via Fax: 314.647.9910

Via Email: [lara@stl-jwj.org](mailto:lara@stl-jwj.org)

Via USPS: 2725 Clifton, St. Louis, MO 63139

For more information on Missouri Jobs with Justice please visit the websites for St Louis JwJ at [www.stl-jwj.org](http://www.stl-jwj.org) and Kansas City JwJ at [www.kcjwj.org](http://www.kcjwj.org), or call the office at 314-644-0466.