

JOB DESCRIPTION – Outreach Associate

Job Title: Outreach Associate
Reports to: Regional Policy Manager
Classification: Hourly
Salary Range: \$17 – \$23 / hour

Position Summary

The Outreach Associate is primarily responsible for supporting base building and mobilizing efforts in assigned geographies.

Duties & Responsibilities

The essential functions (i.e., the fundamental job duties of the position) are as follows:

Support base building and mobilizing efforts

- Create flyers and other outreach materials for use in community outreach
- Conduct door to door outreach and phone calls
- Table at community events to recruit and engage residents in Leadership Counsel efforts
- Lead logistics planning for community meetings, resident participation at local government meetings, hearings, and workshops (local, regional, state)
- Maintain call lists and relevant databases

Support local, regional, and state policy advocacy efforts

- Contribute to the development of educational curriculum including presentations and interactive activities to support resident participation in strategy development
- Identify community residents, local community groups and potential allies to engage in advocacy efforts
- Recruit residents to participate in leadership development efforts
- Draft community meeting agendas and maintain filing system of agendas and other relevant documents
- Participate in community meetings to support with facilitation, note-taking, follow up and resident participation when necessary and as directed by Policy Advocates and Regional Policy Managers
- Participate in coalition meetings as necessary
- Facilitate resident engagement in media relations
- Organize public events, actions, rallies and other direct actions to support advocacy goals

Administrative Duties

- Maintain time records of all activities as directed by co-directors
- Maintain files in accordance with office policies

This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the Regional Policy Manager or Co-Executive Directors.

Skills and Qualifications

The following qualifications are required for this position:

Education:

- High school diploma or comparable work experience

Technical Skills/Proficiencies:

- Excellent verbal and writing skills High school diploma or comparable work experience
- Ability to manage contact databases
- Working knowledge of digital organizing tools
- Bilingual in English and Spanish or other relevant language
- Ability to work with diverse audiences

Other Traits:

- Access to personal vehicle and insurance coverage
- Ability to work a flexible schedule including evening and weekend hours
- Ability to travel within the State of California including throughout California and up to 1-2 times per year out of state
- Access to a reliable cell phone
- COVID-19 vaccinations required (including boosters when eligible). Leadership Counsel will abide by all exceptions to the vaccination requirement required by applicable law. Specifically, an employee may be entitled to a reasonable accommodation exempting them from the vaccine requirement if:
 - The employee has a physical or mental disability that prevents the employee from taking the vaccine; or
 - The employee has a sincerely held religious belief, practice, or observance that prevents the employee from taking the vaccine.

The following qualifications are highly desired, but not required, for this position:

Prior Experience

- Experience in canvassing and phone banking a plus

Currently offered benefits for part-time positions include: Cell phone reimbursement (pro-rata reimbursement based on the number of hours worked, full-time employees receive up to \$70/month for cell phone usage); 100% employer-paid health, vision, and dental insurance for employee; up to 6% 401(k) match for employee; annual professional development allotment; paid vacation and sick leave (pro rata based on number of hours worked, full-time employees accrue 16 paid vacation days and 15 sick days annually); 12 paid holidays per year (pro rata and based on regular schedule); and paid family leave (pro-rated). Benefits may change from time to time.

Physical Requirements & Work Environment

The physical demands listed are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to drive frequently and for up to 8 hours in a day to community meetings, hearings, conferences and other related activities, ability to work long days occasionally up to 14 hours in a day, ability to conduct door-to-door outreach and conduct meetings, lifting materials and supplies such as chairs, easels, tables. Typically, these will weigh 30 pounds or less. Position involves remaining in stationary position for most of the workday. The employee is regularly required to move or remain in stationary position. This position requires the ability to perform clerical duties in the office and operate computer and related office machinery. The employee is occasionally required to move self. Specific vision abilities required by this job include the ability to observe details at close range or from a distance. Other abilities required by this job include the ability to communicate information and ideas so that others understand. Must be able to exchange accurate information in these situations.

This position engages in functions both indoors and outdoors, in office environments with light to moderate noise, and in community gathering venues, private homes or government buildings with both small and large groups of people where noise levels may be higher than in a typical office setting.

Employees share office space with one or more other staff members. Out-of-office meetings both meetings will include meetings in other offices, in community centers, in homes, in government buildings, and outside.

Equal Employment Opportunity & Accommodations

Leadership Counsel is proud to be an Equal Employment Opportunity employer, and strictly prohibits any unlawful harassment and/or discrimination against applicants for employment or anyone in its employ based on sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), marital status, sexual orientation, gender, gender identity (including transgender status), gender expression, religious belief or practice, race (including natural hairstyle or hair texture related thereto), color, national origin (including possession of a driver's license issued under Vehicle Code Section 12801.9 which authorizes licenses to individuals who cannot provide satisfactory proof of their presence in the U.S. under federal law), ancestry, age (40 and over), physical or mental disability, medical condition (including cancer-related physical or mental health impairment or history of same), genetic information, military and veteran status or any other consideration made unlawful by federal, state or local laws. To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, Leadership Counsel will make reasonable accommodations for qualified individuals with a disability who are applicants or employees unless undue hardship would result. Any applicant or employee who requires an accommodation in order complete the application process

or to perform the essential functions of the job should contact their supervisor or one or both of the co-executive directors to request the accommodation.

Acknowledgement

I have read and understand and agree to the responsibilities and requirements of the job. I further understand that the duties and responsibilities described above are general in nature and are subject to change or modification by my supervisor with or without notice. My supervisor may add, delete, assign, transfer or alter duties as necessary or deemed appropriate.

Employee Name:

Employee Signature:

Date: