

# Fair Count

## Job Opening: Complete Count Organizer

Fair Count seeks a Complete Count Organizer to support and engage community partners, including policymakers, local organizations, and service providers and to execute on-the-ground strategies in targeted hard-to-count (HTC) communities. The Complete Count Organizer will work closely with and under the direction of the Lead Organizer, and at times Community Coordinator, Faith Coordinator, Technology Coordinator and Program Director to build relationships with community leaders and organizations, plan campaigns/events that HTC communities will respond to and to deploy the vision of the team. Lead Organizers must bring to the table a nimble attitude and an entrepreneurial spirit, as Fair Count is a new organization and duties, expectations, and definitions of success will be fluid as the organization grows.

### Duties of the Complete Count Organizer include:

- Assist the Lead Organizer and coordinators with cultivating relationships in targeted areas through 1:1s between Fair Count and community-based organizations, particularly those in hard-to-count (HTC) areas;
- Executing both paper and digital Commit to Count campaigns;
- Maintaining updated and accurate contact databases of community leaders and organizations;
- Communicating resource needs for community-based stakeholder organizations;
- Staffing outreach events associated with community-based organizations and working closely with partners to ensure successful execution of each event;
- Representing Fair Count in HTC communities via presentations and meetings;
- Deploying various digital organizing and relational organizing tools in targeted area;
- Working with Count Captains in HTC communities;
- Staffing phone banks, text banks and or canvass launches in turf;
- Performing other duties or special projects as needed.

### Desired Skills and Qualifications:

- Passion for community-based organizing;
- Excellent written and verbal communications skills;
- Exceptional people skills and patience;
- Responsive and positive team player who enjoys versatility and constant new challenges;
- Proficient in Microsoft Word, Excel, Google Docs, Dropbox, and database management tools; and
- A strong commitment to Fair Count's values.

### Logistics:

- Must have a valid driver's license, a reliable mode of transportation and the ability to travel extensively at times throughout the state and/or nation for more than a day at a time;
- Organizing hours will regularly include nights and weekends, and that will be especially true closer to Census Day 2020.

**Salary & Benefits:**

Fair Count offers a competitive salary and benefit package.

**Application and Interview Procedure:**

To apply, e-mail a cover letter, your resume, and a list of references to Jeanine Abrams McLean at [Jeanine@FairCount.org](mailto:Jeanine@FairCount.org). Please do not contact by phone.

*To deliver on our mission, Fair Count hires and supports a diverse team of the best and brightest, most mission-driven people available. We value diversity. We welcome applications from candidates from all backgrounds and walks of life, and work hard to create an environment where everyone on our team feels included, involved in key decisions that affect them, and encouraged to bring their full selves to work.*