

Fair Count

Job Opening: Nevada 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 National Campaign Coordinator to build relationships with community leaders and organizations, plan campaigns/events that inform and engage HTC communities and implement the vision of the team. **The Complete Count Organizer must bring to the table a nimble attitude and an entrepreneurial spirit, as Fair Count is fast-acting organization tethered to a rapidly changing time and place, and expectations and definitions of success will be fluid as the organization grows and navigates new challenges.**

Duties of the Complete Count Organizer include:

- Cultivate relationships within assigned regions in their state through 1:1s between Fair Count and community-based organizations and leaders, particularly those in hard-to-count (HTC) areas;
- Maintaining updated and accurate contact databases of community leaders and organizations;
- Communicating resource needs for Fair Count partners, allies, and community-based stakeholder organizations
- Managing 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, meetings, webinars, and relevant community events;
- Deploying various digital organizing and relational organizing tools in targeted areas;
- Identifying, recruiting, and training Count Captains in HTC communities;
- Managing phone banks and/or text banks in assigned regions/states;
- 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:

Due to COVID-19, Fair Count's 25+ employees, are all teleworking. While this has created some challenges, it does open us up to hire for this position regardless of location, assuming candidates can meet these criteria:

- All staff members participate in several meetings throughout the day by Zoom and Google Hangouts; and
- Collaborative communication is encouraged through G-chat, Signal, email, etc.;

Generally, office hours are typically 9:00 am – 5:00 pm, Monday through Friday, however, at times evening and weekend hours will be needed to staff events, to meet deadlines, and to respond to extenuating circumstances. **Such extension of hours is particularly true during heavy GOTC and GOTV endeavors.**

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 Reggie Abraham at Reggie@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.