



## Job Description: Field Coordinator, One Arizona

### Role Overview

**Role:** Field Coordinator - 501(c)(3)

**Managed by:** Field Director

**Location:** Based in Tucson or Phoenix, Arizona, other Arizona cities are workable, but the role will require traveling for work. Currently, remote office base, but in-person work is required at partner site visits

**Terms of Employment:** Full-time, seasonal employee through December 31, 2024

**Start Date:** February 2024

**Timeline:** Applications reviewed on a rolling basis starting January 16, 2024

**Compensation:** This position is a full-time seasonal role in our \$45,000 - \$60,000 salary range. The benefits package includes 80% coverage of medical, dental, vision (for dependent/spouse healthcare as well), 401k with match, monthly internet reimbursement of \$50 (while we're remote), cell phone reimbursement of \$60, professional development of \$500.00, home office stipend \$250.00.

### Organization Overview

One Arizona is a coalition of 501c3s focused on year-round voter registration, voter engagement, voter mobilization, election protection, and issue advocacy. We coordinate, provide tools and technical support, and fundraise to ensure our partners have the resources they need to meet their goals and our collective goals. Our mission is to improve the lives of Arizonans, especially people of color and young people, by building a culture of civic participation. By working together, we've created deep and lasting change in the state we call home.

One Arizona's coalition partners advocate for a broad range of issues including, but not limited to: climate crisis and environmental protection, community organizing and voter engagement, economic justice, human and civil rights, immigrant rights, labor and worker's rights, public education, reproductive choice, and voting rights.

### Commitment to Racial Equity

One Arizona sees its commitment to racial equity as an integral part of its success. Applicants are encouraged to reflect on how they see themselves contributing to our work advancing racial equity.

### Position Description

One Arizona is seeking two-three full-time Field Coordinators to build and maintain relationships with key partners to amplify their work in the community. The cities of priority are listed below:

- Metro Phoenix

- Metro Tucson
- Other Arizona cities are workable, but the role will require traveling for work

The ideal candidates will have a proven ability to foster coordination and cooperation among diverse groups. They will be committed to getting results in a fast-paced environment and can handle a heavy workload without dropping the ball. This position provides an opportunity to impact Arizona's electoral and voting climate and build political power for people of color.

## Responsibilities

The responsibilities of the Field Coordinator will include, but are not limited, to:

- Internal Support:
  - Support Field Director in running and updating a comprehensive, data-driven field plan that includes input from field partners
  - Help Field Director maintain coalition budget, health and safety plan, and logistics for field partners
  - Collaborate with the data team to ensure standardized best practices for data management
  - Help monitor program activities and support writing portions of reports describing impact and gaps in coalition partner work
  - Collaborate with the Program Manager to administer student voter registration coordination across partners
  - Proactively identify gaps in program to be able to troubleshoot and fill gaps to support the success of the program
  - Communicate to internal OAZ staff about issues partners are facing in the field
- Partner Support:
  - Assist coalition partners through their development of campaign plans (mobilization and issue campaigns)
  - Attend weekly partner meetings and lead on action items, ensure partners, data and field teams have clear next steps, and follow up as needed
  - Help organize collaborative partner events, including field meetings, trainings, launches and debriefs, and direct voter contact activities
  - Regularly visit partners in the field and support as needed
  - Support partners and the data team by utilizing and learning relevant data tools to ensure data integrity and reporting protocols
  - Proactively identify gaps in partner support, collaboration, and reporting to troubleshoot and fill gaps to support the success of the coalition
  - Facilitate working groups comprised of One Arizona partners to reach coalition goals



- Help build community amongst partner organizations to create stronger and communicative partner coalition
- Foster a culture where the process of growth is recognized and encouraged to promote learning for an impactful program
- Other responsibilities as assigned

## Qualifications

Must have:

- Demonstrated commitment to working with underrepresented and/or diverse communities
- Ability to build strong and quickly, working relationships with and among diverse people and partners
- Verbal and written communication skills, including the ability to translate technical instructions into easy-to-follow language for non-technical audiences
- Ability to manage several tasks/projects concurrently and prioritize work effectively to meet team goals
- Willing to sometimes work campaign hours and to travel as needed
- Ability and commitment to see projects through to completion
- Prior experience doing movement work is a plus but not a requirement
- Ability to work some weekends and evenings with prior notice, especially during the four weeks leading up to the VR deadlines at the end of September 2023, February 2024, and September 2024 and during GOTV.
- Strong communication skills in person, on the phone, and in writing.
- Reliable Transportation

Additionally preferred:

- Training background
- Knowledge of state structures of the progressive infrastructure and coalition partners
- Microsoft Excel/Google Sheets and Word/Google Docs, with an ability to learn online database platforms and general comfort with tools
- Proficiency in Spanish is preferred but not required

## Compensation

This position is full time seasonal role in our \$45,000 - \$60,000 salary range. Benefits include health care, dental, vision, 401k, professional development stipend, phone and internet reimbursement and vacation time. See more details above.

## To Apply



Please submit your application via email to [jobs@onearizona.org](mailto:jobs@onearizona.org) with the subject line: "YOUR LOCATION Field Coordinator, YOUR NAME". (*Note: YOUR LOCATION is the city you are based*).

In the email please include your resume, three references, and answering the following questions (bullet point answers are acceptable):

1. What brought you to apply for this role at One Arizona?
2. What would a successful 501(c)3 campaign in 2024 look like to you?

**Please note: we will not contact your references without notifying you first.**

**Please note – applications will begin being reviewed when our staff returns to work after our winter break. Applications will be reviewed beginning on Tuesday, January 16th, 2024**

One Arizona is committed to creating a dynamic, multicultural, diverse working environment. Candidates of color, women, gender-diverse individuals, disabled, and those with other diverse backgrounds and experiences are encouraged to apply.

**One Arizona is an equal opportunity employer.**