

ORGANIZING DIRECTOR JOB POSTING

Salaried, full-time: 32-40 hours/week

\$60,000 - \$68,000, DOE

INTRODUCTION

Northeast Kingdom Organizing (NEKO) is joyfully seeking an Organizing Director with the courage and skills to bring deep listening, relationships, and NEKO's values to move our campaign forward.

NEKO has a shared leadership model. We're committed to staying in this work for the long haul and transforming extractive, white-supremacist, and capitalist work ethics into cooperative, supported, and sane workloads. We are looking to hire a candidate who is interested in – and has experience with – co-leadership for our organization.

ABOUT NEKO

NEKO is a multi-issue, member-led, coalition of individuals, families, faith and community-based organizations that come together to organize and advocate for justice for the people and the places of Vermont's Northeast Kingdom. We do this by embracing the concepts and practices of community organizing and centering the voices of NEK residents often ignored in decisions about their communities.

We practice a three-stage theory of change:

- 1: We use popular education tools like storytelling to center the voices of NEK residents impacted by injustice.
- 2: We build relationships for political power and a Just Transition of the Northeast Kingdom.
- 3: We organize, analyze power, and take action together to fight for equity for all people.

ORGANIZING DIRECTOR JOB DESCRIPTION

Required Skills and Qualifications:

- Experience with organizing campaign work, principles, and strategies.
- Can train, develop, mentor, and delegate members and volunteers.
- Ability to build relationships and support collaboration and participation between multiple stakeholders.
- Proficiency with technology, including, Google Suite, Canva, Asana, Action Builder/CRM.
- Knowledge with the Northeast Kingdom, rural Vermont, or rural culture.
- Access to reliable transportation.

Preferred Skills and Qualifications:

- Strong communication and writing skills.
- Excellent organizational and forward-thinking planning skills.
- Ability to work with diverse populations.
- Create and keep strong work/life balance and maintain personal/professional boundaries.
- Commitment to personal growth and professional development.
- An understanding of restorative justice and conflict resolution.

Responsibilities and Tasks:

Campaigns:

- Develop campaign strategy using NEKO's organizing cycle and theory of change.
- Build and maintain coalitions with grassroots organizations regionally, statewide, and nationally.
- Support leadership development for members, board and staff, and volunteers.
- Host community meetings, workshops, and forums.
- Develop and communicate campaign schedules and work plans.
- Prepare and disseminate information, reports, and other materials to keep the community, Executive Council, and funders informed of campaign progress.

Membership:

- Identify, train, and invest in community members so they lead campaigns in organizing and advocacy efforts.
- Recruit and maintain NEKO members across the region.
- Organize leadership development training to skill up members and engage leaders in our campaigns, caucuses, and committees.
- Use organizing tools to connect with members and community members.
- Lead Membership Assemblies – outreach, event, planning, follow through.
- Write and manage communications for new members and donors.

Administrative:

- Contribute to a co-directorship model.
- Support the development of the annual budget.
- Identify and coordinate grant writing with co-directors.
- Collect and manage data, numbers, and narrative collection for grant reports.
- Design flyers and posters for outreach and events.

Details:

Full-time: 32-40 hours/week at \$60,000 - \$68,000 annually, DOE. Position and wage review will happen after 6 months.

Applications will be reviewed on a rolling basis, and the job posting will be up until filled. Start date as soon as possible.

Benefits:

- Flexible schedule.
- 5 weeks CTO annually.
- Professional development and continued mentoring.
- 4-week paid sabbatical after 2 years.
- Mileage reimbursement.
- Technology stipend

Schedule:

Flexible, Monday through Friday, regular nights and weekends. This job includes hosting events outside of conventional work hours. Staff are encouraged to make their own work schedule for a positive work/life balance.

Work Location:

The work is performed in the Northeast Kingdom (Caledonia, Orleans, and Essex counties) region of Vermont. NEKO does not have a formal office; the NEK is our office. Required in-person work at the Barton Hub in Barton, VT. Otherwise, the work can be performed remotely.

This position must have access to reliable transportation as driving is a required part of this job.

Application:

To apply, please submit the following to Operations Director, Audrey Grant by emailing audrey@nekorganizing.org or mail to: P.O. Box 1351, Newport, Vermont 05855. **Applications will be accepted on a rolling basis, the job will be posted until filled.**

1. Either a resume, CV, or write a letter or email explaining recent work/volunteer/organizing experience.
2. A work sample that embodies your past or current work. This can be submitted as a description, a link to social media, gofundme, organizing platform, website, photos, art, strategic plan, etc.
3. Questions

Please answer any 3 of the following prompts:

- What needs to change? What do you want to build?
- What gifts and skills do you bring to this work?
- What's your experience with community organizing and centering the voices of people impacted by issues?
- What draws you to work with NEKO?

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