**SAMPLE JOB DESCRIPTION**

**Field Organizer**

**Youth Justice & Alternatives to Incarceration**

**Project Overview:**

A new campaign formed by in **[state]** is hiring a field organizer to lead an issue-based campaign to build public support for alternatives to incarceration for youth. The Field Organizer will report directly to the Campaign Director and will work closely with campaign volunteers and partners.

[Campaign or host organization mission/vision statement, Brief description of Campaign]

**Responsibilities:**

**Organizing and outreach:**

* Attend community events to share information about the campaign and identify potential supporters.
* Create and disseminate petitions and other resource to generate and demonstrate support for campaign goals.
* Work with campaign communications staff to raise awareness of the campaign and its activities, and to identify potential supporters.

**Volunteer recruitment and retention; Leadership development:**

* Recruit \_\_ new volunteers each month, prioritizing recruitment of youth and families who have experiences with the juvenile justice system.
* Maintain volunteer engagement through regular contact/feedback, including spending significant time on the phone or in the field with volunteers.
* Identify and work closely with \_\_ to \_\_ volunteer leaders, offering them training, guidance and support to take on more responsibility within the campaign, and preparing them for long-term social justice and community leadership and community organizing.

**Ensuring effective events:**

* Organize and lead \_\_ to \_\_ events per month, such as hosting information tables at community events, happy hours, film screening or book discussions, letter writing sessions, in order to raise awareness, develop support, and engage volunteers and other advocates.

**Other:**

* Document all campaign activities and develop contact lists of volunteers and other community members engaged in campaign activities.
* Other tasks and activities as needed.

**Qualifications:**

The ideal candidate for this position has a deep commitment to children and youth, civil rights and racial justice issues; strong written and oral communication skills; and the ability to work well independently as well as with partners, members, and allies. We are looking for someone who has the ability to multi-task, to handle significant responsibility, and to lead, mentor and motivate others, including youth. Candidates should have at least \_\_ years of experience in grassroots organizing. Bachelor of Arts degree preferred.

**How to Apply:**

Interested applicants should apply below with a resume, cover letter, and writing sample (3 pages or less). Formerly incarcerated individuals and people of color are encouraged to apply.

**Compensation:**

Salary is commensurate with experience. This is a full-time, exempt, temporary position.