

Statewide E-Organizer Job Description

POSITION: Statewide E-organizer

STATUS: Full Time, Exempt, Salaried

REPORTS TO: Director of Statewide Organizing

GENERAL DESCRIPTION:

E-organizer for Planned Parenthood affiliates in Missouri. Responsible for data management and list maintenance for statewide list of supporters and activists. Maximize use of web and email-based grassroots supporter education and mobilization in support of Planned Parenthood's mission. Train, advise and provide direct technical assistance to affiliate staff across the state on web and email tools. Assist affiliate staff from across the state with data import, export and management. Work closely with the director of the statewide project and other members of the Planned Parenthood public affairs team; provide guidance to volunteers and interns working on data and list management, and assist in administrative duties, fundraising, and special events. Required physical activities include: walking for up to 3 hours (e.g. canvassing, parades), periods of time outdoors in variety of weather (e.g. canvassing, parades, tabling, etc), lifting and transporting tables and boxes of materials for outreach work, standard office work (long periods seated in one place, on computer and phone)

PRINCIPAL RESPONSIBILITIES

1. Conduct manual data entry and file imports and exports to ensure statewide and affiliate supporter and activist lists are up-to-date.
2. Write and send educational, volunteer recruitment and legislative action emails to Planned Parenthood Action Network (PPAN) members. This includes setting up an informational web page for each activation.
3. Track and analyze PPAN response rates. Develop and test strategies to increase PPAN actions.
4. Assist affiliate Public Affairs staff with all aspects of e-organizing and data management. Tasks include training, data entry, import/exports, trouble shooting, strategizing etc.
5. Update and maintain statewide web page for the purpose of activation and recruitment.
6. Assist with data gathering for affiliate, state and national reporting.
7. Attend PPSLR political department weekly staff meetings, statewide monthly check-in calls and quarterly face-to-face meetings.
8. Work closely with the director of statewide organizing and other members of the Planned Parenthood public affairs team; provide guidance to volunteers and interns working on data and list management.

9. Assist in administrative duties including statewide and affiliate report generation and data upkeep for PPSLR activist database.

QUALITY AND RISK MANAGEMENT

1. Adheres to PPSLR policies that ensure the provision of the highest quality and most professional services to all PPSLR clients.
2. Ensures compliance with conditions of 501 (C)(3) guidelines for approved activities.
3. Protects PPSLR assets from liability.
4. Ensures the physical safety of PPSLR clients and staff.
5. Protects the confidentiality of Missouri Planned Parenthood clients, donors, board, and all areas of operation.

REQUIREMENTS

1. Bachelors degree.
2. Experience in organizing/advocacy work or related area.
3. Excellent writing and verbal communication skills.
4. Must be computer trained with knowledge of and experience with Microsoft Office/Word, the Internet, and relational databases.
5. Must have demonstrated ability to manipulate figures and data with speed and accuracy.
6. Must be committed to inter- and intra-agency teamwork.
7. Must be energetic, creative, motivated, a self-starter, and able to function productively and effectively with a degree of autonomy.
8. Personal integrity and commitment to Planned Parenthood's mission, values, and provision of services.
9. Must be able to travel within the state.
10. Some evening and weekend work required.
11. Required physical activities include: walking for up to 3 hours (e.g, canvassing, parades), periods of time outdoors in variety of weather (e.g. canvassing, parades, tabling, etc), lifting and transporting tables and boxes of materials for outreach work, standard office work (long periods seated in one place, on computer and phone).

Send resume and cover letter to: M'Evie Mead, mevie.mead@ppslr.org