

Florida Field Organizer Job Description

Organizational Description: Founded in 1994, the National Latina Institute for Reproductive Justice (Latina Institute) builds Latina/x power to fight for the fundamental human right to reproductive health, dignity, and justice. We center Latina/x voices, mobilize our communities, transform the cultural narrative, and drive policy change. We amplify the grassroots power and thought leadership of Latinas/xs across the country to fuel a larger reproductive justice movement.

Position Description: The Latina Institute seeks a **Florida Field Organizer** that is a committed, bilingual (English/Spanish) individual who is passionate about organizing to raise the voices of Latina/xs in FL for social change through execution of our g1 advocacy and organizing strategies locally and state-wide. The Florida Field Organizer, in coordination with the FL state team, with of activists willing to act on issues, develop community leadership, advance civic engagement strategies, and assist in community development and implementation. The position will work to expand the grassroots movement for reproductive justice.

Reporting to the Florida State Manager, the ideal candidate works well in teams, supports the power building work in the state, and has a commitment to reproductive justice. We are seeking a culturally competent individual with experience working with diverse communities, is highly motivated to organize and build leadership in our base.

Travel is required.

Location: Miami, Florida

The Latina Institute operates as a hybrid organization but requires some roles to be based in specific locations and/or to operate in office. Due to the nature of this role, you must

- live in Miami-Dade County.
- be able to travel to Tallahassee during legislative session and committee weeks.
- travel to various locations, to work from and participate in in-person events, meetings, and other activities.

Employee Status: Full Time, Exempt

40 hours per week, typically Monday through Friday, but this may be subject to change depending on program needs.

Responsibilities include (but are not limited to):

- Build a cadre of Latina/x activists to advance and support the Latina Institute agenda through organizing and outreach to community members and organizations, including:
 - Developing a system of regular and consistent communication and relationship building with new and established Latina Institute activists via one-on-ones and other trust-building activities.
 - Commitment to creating a sustainable, inclusive, and collective healing space for activists.
 - Develop a volunteer base by recruiting, motivating, and agitating activists to participate in community engagement activities such as educational workshops, mobilizations, canvassing, phone and text banking, elected official outreach, health fairs, and 1 festivals.
 - Help deliver political education trainings as part of overall activist leadership development plan.
 - Help train activists in additional leadership skills and schedule them to help coordinate or lead specific field work activities: grassroots campaigns, and civic and voter engagement.
 - Ensure that our activist volunteer databases are organized and kept up to date.
 - Consistently perform data entry.
 - Use digital tools for management of and communication with our activists.
 - In collaboration with the communications team, draft organizing and advocacy communications to our base.
 - Activate base to rapidly respond in the field to urgent issues.
- Work collaboratively with FL State Manager, and other staff, on grassroots advocacy and media efforts, as necessary.
- Serve as a Latina Institute spokesperson for media and communications opportunities, as necessary.
- Administrative:
 - In coordination with the Florida State Manager, develop internal work plans, track progress towards goals, and report activities and outcomes with key members of the Latina Institute organization-wide team.
 - Track and record all lobbying efforts, in a timely manner.
 - Track and reconcile expenses related to all organizing activities and travel within the overall state budget, in a timely manner.
 - Help with grant reporting and support organizational fundraising efforts.
 - Other duties as assigned.

What You Will Need to Be Successful:

- Working knowledge of written and spoken Spanish is required.
- Prior community organizing experience is required.
- Having a working understanding of the political structure of the state and knowledge of the local FL landscape is required.

- Knowledge of and commitment to reproductive justice, health and rights and social justice issues.
- Strong communication skills, including comfort with public speaking.
- Ability to multi-task and keep a close attention to detail.
- Ability to work independently, think critically and creatively.
- Self-motivated and able to take initiative.
- Ability to work well with a team and take direction and feedback.
- Strong computer skills, including Microsoft Office, database management/web/online tools, and social media required.
- Leadership development experience preferred.
- Preference given to candidates with relationships with key community-based organizations in the area.
- Must have a valid driver's license as travel is required.
- Knowledge of Facebook and Twitter needed, EveryAction, P2P or SMS texting programs and Voter Activation Network (VAN) a plus.

Salary Range: \$55,000 - \$65,000 based on experience.

Our comprehensive package of benefits includes:

- Medical, dental, and vision plans
- Vacation, personal, wellness and sick time
- Retirement plan, including employer match
- Paid parental leave
- \$1,000 towards professional/wellness development

Benefits: The Latina Institute offers excellent benefits for full-time employees, including health/vision/dental insurance, 401(k) benefits, vacation, and sick leave.

Application Procedure: Please send your resume, cover letter via e-mail to jobs@latinainstitute.org. Please include in the subject line: **Applicant - FL Field Organizer**.

National Latina Institute for Reproductive Justice is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We do not discriminate in employment opportunities or practices on the basis of actual or perceived race, color, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), age, marital status, sexual orientation, gender identity or expression, veteran status, uniform service member status, disability or any other characteristic protected by law. Women, people of color, including bilingual and bicultural individuals, LGBTQ+ persons, and people with disabilities are encouraged to apply.