

Rio Grande Valley 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: Latina Institute, Texas, seeks a Field Organizer. We are looking for a committed individual who is passionate about organizing to raise the voices of Latina/xs in Rio Grande Valley for social change, in particular the issues that impact their lives through execution of our grassroots advocacy and organizing strategies locally and state-wide. The Rio Grande Valley Field Organizer, in coordination with the TX state team, will build the base of activists willing to take action on issues, develop community leadership, advance civic engagement strategies, and assist in campaign development and implementation. The position will work to expand the grassroots movement for Reproductive Justice in the community.

Reporting to the Texas (TX) Associate Director, the ideal candidate works well in teams, supports capacity building work in the state, and has a deep commitment to reproductive justice. We are seeking a culturally competent individual experienced working with diverse communities, who is highly motivated to organize and build leadership within our base.

Location: Texas, primarily in Cameron and Willacy counties.

Employee Status: Full Time, Exempt, 40 hours per week
Flexible schedule of Monday - Friday

Responsibilities include (but are not limited to):

- Build a cadre of Latina/xs activists to advance and support the Latina Institute agenda through organizing and outreach to community members and organizations, including:
 - Develop 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 cultural festivals.
 - Support delivery of political and health education trainings as part of overall activist leadership development plan.

- Train activists in leadership skills and help them coordinate or lead specific field work activities such as grassroots campaigns, and civic and voter engagement.
- Consistently perform data entry to ensure that our activist volunteer databases are organized and kept up to date.
- Manage and communicate with our activists via digital and electronic media
- In collaboration with the Communications Team, draft organizing and advocacy emails to our base.
- Activate base to rapidly respond in the field to urgent issues.
- In conjunction with the Associate Director, Texas, work collaboratively with the Policy Team on grassroots advocacy and media efforts, as necessary.
- Serve as a Latina Institute spokesperson for media and communications opportunities as determined.
- Provide operations and administrative support, including:
 - In coordination with the TX Associate Director, 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.
 - Assist with grant reporting and support grassroots fundraising efforts.
 - Other duties as assigned.

What You Will Need to Be Successful:

- Prior community organizing experience is required; activist leadership development experience preferred.
- Working understanding of the political structure of the state of Texas; knowledge of the Cameron and Willacy counties of the Rio Grande Valley landscape is required.
- Knowledge and commitment to reproductive justice, health and rights and/or social justice issues.
- Preference given to candidates with relationships with key community-based organizations in the area.
- Working knowledge of written and spoken Spanish and English is required.
- Strong communication skills, including ability to lead meetings, present information, and address groups of people.
- Ability to multi-task with attention to detail.
- Ability to work independently, think critically and creatively take initiative.
- Ability to work well with teams, receive direction and feedback.
- Strong computer skills, including Microsoft Office, database management/web/online tools, and social media/new media technologies.
- Travel required.
 - Must have a valid driver's license.
 - Reliable transportation is needed; personal vehicle is required.

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

Our comprehensive package of benefits includes:

- Medical, dental, and vision plans
- Vacation, personal, and sick time
- Retirement plan, including employer match
- Paid parental leave
- \$1,000 towards professional 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 and cover letter via e-mail to jobs@latinainstitute.org. Please include in the subject line: **Applicant – RGV 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, LGBTQIA persons, and people with disabilities are encouraged to apply.