

## **National 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 and elevate 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 seeks a bilingual (Spanish-English) National Field Organizer who is passionate about organizing to raise the voices of Latinas/xs for reproductive justice. The National Field Organizer is responsible for helping to execute the organizing and advocacy strategies nationally within the Community Mobilization Department. This role, in conjunction with the National team, will help build a base of activists willing to act on issues, develop leaders, advance civic engagement strategies, and assist in executing national campaigns. This position will work to expand the national grassroots movement for reproductive justice.

The National Field Organizer reports directly to the National Organizing and Advocacy Manager.

**Location:** Remote; Travel Required

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

- be based near a major airport
- be able to travel to various locations (40% annually) around the country, to work from and participate in in-person events, meetings, and complete required activities or tasks

**Employee Status:** Full Time, Exempt, 40 hours per week  
(Evenings and Weekends included per travel requirements)

**Responsibilities include (but are not limited to):**

- Build a cadre of Latina/x activists nationally that will advance and support the Latina Institute agenda through organizing and outreach to community members and organizations, through:
  - Developing a volunteer base by recruiting and activating activists to participate in community engagement activities such as educational

- workshops, mobilizations, canvassing, phone and text banking, elected official outreach, health fairs, and festivals.
- Developing a strong foundation for volunteer activists work across the country through coaching and training.
  - Developing a system of regular and consistent communication and relationship building with new and established Latina Institute activists via one on ones.
  - Committing to creating a sustainable, inclusive, and collective healing space for activists.
  - Facilitating political education trainings as part of overall leadership development.
  - Help training activists in additional leadership skills and schedule them to help coordinate or lead specific field work activities such as grassroots campaigns, and civic and voter engagement.
  - Continuously tracking important metrics and progress to goals in the national work to ensure our data are accurate, accessible, and able to inform the execution of our organizing work on the ground, both for national regions and states.
  - Consistently perform data entry.
- Work with appropriate teams such as Education, Government Relations, Communications, etc. to ensure alignment of national advocacy campaigns and short-term projects.
  - Other duties as assigned.
  - 40% Travel required; will include evenings and weekends.

**What You Will Need to Be Successful:**

- Prior community organizing or political campaign experience is required.
- Demonstrated commitment to reproductive freedom, immigrant women’s rights, social justice, and Latinx civil rights.
- Strong written and oral communication in English and Spanish.
- Ability to work nights and weekends.
- Ability to work collaboratively in a fast-paced environment and adapt to change as necessary.
- Research, organizational, project management, and time management skills.
- Extensive knowledge of reproductive health/rights issues and related social justice issues with experience in organizing, advocacy and coalition building

**Salary Range:** \$60,000 - \$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 development/wellness

**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 that answers the following questions, via email to [jobs@latinainstitute.org](mailto:jobs@latinainstitute.org). Please include the subject line: Applicant – National 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.*