



COMMUNITY ENGAGEMENT ASSOCIATE JOB DESCRIPTION

Posted March 21, 2017

The ACLU of Indiana is seeking an experienced, mission-driven applicant for the position of Community Engagement Associate to develop and implement a variety of advocacy strategies to build support for the ACLU's work, further its programmatic goals, and increase public awareness and appreciation of civil liberties.

The American Civil Liberties Union is our nation's guardian of liberty, working daily in courts, legislatures and communities to defend and preserve the individual rights and liberties that the Constitution and laws of the United States guarantee everyone in this country. The ACLU of Indiana is a statewide affiliate of the national ACLU.

General Responsibilities:

The Community Engagement Associate will inspire, support, and strengthen our volunteer activists while implementing strategic education and mobilization tactics. The organizer will work out of our office in Indianapolis, Indiana, but will spend a great deal of time working in the community and surrounding areas. The Community Engagement Associate will help build a sustainable organizing program by increasing, diversifying, and activating volunteers to promote local initiatives and participate in statewide strategic mobilization efforts. They will educate, motivate, and develop leaders to advocate for change.

Specific Responsibilities

- Coordinate and staff public education events and programs across the state;
- Provide volunteers information, guidance, assistance, and training; act as primary liaison between the volunteers and staff.
- Engage with allied organizations to identify opportunities for collaboration;
- Coordinate targeted community engagement efforts;
- Administer and grow the ACLU of Indiana's e-mail action network to encourage action on specific issues;
- Increase social media presence to educate the public and engage allies, partners, supporters and decision-makers—integrating national ACLU resources as necessary and measuring social media outcomes;
- Staff tables at outside events and work with volunteers to staff tables;
- Plan, coordinate, and facilitate "Know Your Rights" trainings. This will include training others in the community to conduct these trainings, as well;
- Support staff public-speaking and community appearances by providing materials and maintaining a calendar and record of events;

- Organize and maintain distribution lists and databases for public engagement;
- Develop and maintain inventory of ACLU resources and coordinate their distribution;
- Other tasks as assigned by the Advocacy Director

QUALIFICATIONS

To be considered for the position, you must have:

- An understanding of and a passion for the issues and the mission of the ACLU and the ACLU of Indiana. A demonstrated commitment to civil liberties and civil rights;
- At least two years of experience developing and coordinating successful political, legislative, or activist campaigns and working with and motivating volunteers;
- Experience with Web-based communication and organizing;
- Excellent communication skills, both written and oral;
- Ability to manage several projects simultaneously, and adjust to frequently changing demands;
- Ability to work overtime or irregular hours, to attend evening and weekend meetings, and to travel;
- B.A. degree is desirable;
- Fluency in Spanish a plus.

COMPENSATION:

Salary based on experience. Excellent benefits include 10 days paid vacation and 10 paid sick/personal days; medical and dental insurance; life and long-term disability insurance; 401(k) with matching contribution; and generous paid holidays.

TO APPLY:

Send a cover letter, resume, and three professional references to:

hr@aclu-in.org

Please put "Community Engagement Associate" in the subject line.

Applications will be reviewed as received. Candidates are encouraged to apply immediately.

The ACLU is an equal opportunity/affirmative action employer and encourages applications from all qualified individuals including women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals.