

Voter Engagement Community Organizer

WE ACT for Environmental Justice



West Harlem Environmental Action, Inc (a/k/a WE ACT for Environmental Justice) (WE ACT) is a 501(c)(3) Northern Manhattan community-based membership organization whose mission is to build healthy communities by ensuring that people of color and/or low-income participate meaningfully in the creation of sound and fair environmental health and protection policies and practices.

Decades of under-funding at the city, state and federal level have left public housing properties across the city in disrepair, with a \$40 billion backlog in needed improvements. NYCHA's residents deserve a decent place to live, free of mold, with good indoor air quality, basic amenities like working toilets and stoves, and safety features to ensure children are protected.

Elected officials know about the problems but year after year it is overwhelmingly clear that we cannot rely solely on them to solve this problem. In 2021, New York City will elect a new mayor and two-thirds of the City Council will be new. In light of the COVID 19 crisis and the ensuing economic downturn these new elected officials from the Mayor to the City Council must end the alarming rate of decay in public housing, they must make public housing healthy for all who live there and they must ensure that public housing remains public and affordable.

WE ACT for Environmental Justice, is hiring an enthusiastic full-time organizer to help support our nonpartisan voter engagement program. Our goal is to engage over 3,000 low and moderate-income voters who live in NYCHA housing so they can make their demands for Healthy Homes in NYCHA clear to new Mayor and City Council members. The organizer will be responsible for working with NYCHA residents to provide voter education and collect voter registrations and pledges to vote at various NYCHA housing developments.

We are following all safety and social distancing protocols and will not send an organizer to a site if it is deemed unsafe to do so. When onsite at NYCHA developments, the organizer will be required to wear a mask, maintain six-foot distance from others, and follow proper handling of forms to protect their safety and the safety of others.

Primary Responsibilities:

- Adhere to 501(c) 3 IRS Rules and Regulations concerning strict non partisanship
- Adhere to all safety and social distancing protocols when on the job
- Voter registration of individuals who live in NYCHA housing if it is deemed safe to do so
- Conduct voter education and collect pledges to vote over the phone if in-person outreach is deemed unsafe
- Enthusiastically engage diverse communities and remain positive, assertive, and confident
- Ensure that voter registration and pledge information is accurately recorded and documented
- Respond to supervision and feedback when necessary, to ensure that activities are running smoothly
- Adhere to all county, state, and national rules and regulations concerning voter engagement and registration
- Advance WE ACT's current strategic plan metrics on voter registration and membership

Requirements/Qualifications:

- BS degree or an equivalent of two (2) years of organizing experience is required.
- Bilingual (Spanish) strongly preferred
- Strong commitment to the empowerment of underrepresented communities and to civic engagement
- Strong collaboration skills, and a desire to work as part of a team and respond to the needs of the team
- Experience or training in voter registration preferred, but not required
- Experience phone banking and/or using digital outreach platforms such as Hustle, Nation-builder and VAN preferred
- Experience working with diverse communities, in particular, communities-of-color and low-income communities
- Ability to work independently with broad guidance, and a self-starter
- Strong communication skills
- Ability to stay on task and problem solve
- Enjoys meeting and interacting with new people
- Commitment to environmental and social justice and a clear understanding of WE ACT for Environmental Justice's mission

Compensation and Hours

Based in our New York headquarters (1854 Amsterdam Ave, 2nd Floor, New York, NY 10031), this is a full-time position, with some evening or weekend work schedules based on need. Occasional travel may be required, including to WE ACT's Washington, DC office. The anticipated annual salary \$45,000 – \$50,700 and includes paid vacation and health benefits.

How to Apply

Please email your cover letter, resume, and writing sample as a PDF to our Director of Administration and Human Resources Evelyn Joseph at evelyn@weact.org. Please note in the cover letter how you heard about this position. Phone calls will not be accepted. Application deadline is July 31, 2020, with an anticipated start date of August 3, 2020.

WE ACT is an equal opportunity employer and strongly encourages applications from people of color, women, persons with disabilities, and LGBTQ communities.