



NEVADA CONSERVATION LEAGUE

Job Announcement: Digital Organizer

Position Summary

We're looking for a creative and energetic digital organizer to help us deepen and build the support we offer to field operations, especially regarding online organizing and communications. The Digital Organizer's role is 65/35, one portion is digital organizing and the other is community organizing. This position is based in Nevada, **with a strong preference for someone that resides in northern Nevada**. The Digital Organizer is responsible for in-person events in whichever region of the state they reside as well as digital organizing efforts across the state. This position will work closely with the Communications Director and Organizing & Political Director. It is the responsibility of the Digital Organizer to maintain both aspects of the in-person and online organizing efforts and ensure that both are given 65/35 attention.

Title: Digital Organizer

Proposed Salary: \$40,000-50,000

Reports To: Communications Director and the Political & Organizing Director

Primary Duties and Responsibilities for Digital Organizing (65%)

- Develop organic, creative content (including digital/social media copy, graphics, videos, and other media) that furthers the organization's mission and engages all levels of NCL membership.
- Organize online supports to take action on- and offline in order to push campaigns forward and integrate volunteers.
- Help in the development and maintenance of an all-volunteer digital response team that is ready to engage in social media support for the organization's priorities.
- Draft and send emails promoting the organization's priorities, fundraising goals, and advocacy work through the organization's CRM platform.
- Create online petitions using guidance from the Communications Director and deploy them through digital platforms including email, social media, text messages, and websites.
- Keep up with trends, current events, and partners through social media and when appropriate, identify opportunities to engage.

Primary Duties and Responsibilities for Community Organizing (35%)

- Recruit and train volunteers to lead phone banks, implement digital campaigns, and orchestrate relational organizing events, and other volunteer activities.
- Lead story banking efforts by engaging community members through 1 on 1s.
- Develop the skills of volunteer leaders to build an online network of new grassroots community organizers.
- Identify events for NCL to participate in the area of Nevada in which they reside - attend the events or identify volunteers to attend.

Qualification/Preferred skills for Digital Organizer:

- Strong organizational & interpersonal skills
- Detail-oriented approach with the ability to work under pressure to meet deadlines
- Capable of working well as part of a team and independently
- Passion for clean energy, climate, conservation, and related issues
- In-depth knowledge of how to use major social media platforms
- Sense of initiative to research, pitch, and try new ideas to create meaningful and engaging social media content
- Ability to multitask when necessary

- Strong oral and verbal communication skills
- Experience creating high-quality graphics

Working Conditions: This position is based Nevada with the ability to work from home. Work is typically performed in an office environment while sitting at a computer screen for extended periods. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts when working with office machines. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms when working with documents, files, computers, or office machines. Job tasks are performed in close physical proximity to other people. Reliable transportation is required. During some periods employees may be asked to work on the weekend or later afternoons. There will be occasional travel within Nevada and in the United States. There will be some lifting and moving of boxes, equipment, and furniture required.

The above statements are intended to describe the general nature of the level of work being performed by people assigned to this classification. They are not to be construed as the exhaustive list of all responsibilities, duties, and skills required for personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

To Apply: Send cover letter, resume, jobs@nevadaconservationleague.org with Digital Organizer in the subject line. Applications will be accepted until the position is filled.

NCL is an Equal Opportunity Employer committed to a diverse, inclusive, and equitable workplace.