

JOB ANNOUNCEMENT:
OUTREACH AND ENGAGEMENT COORDINATOR

The American Civil Liberties Union of Rhode Island (ACLU/RI) seeks a full-time nonprofit outreach and engagement coordinator. The outreach and engagement coordinator will develop and implement non-partisan advocacy campaign organizing strategies to help advance the ACLU of Rhode Island's mission, build relationships with community partners, and mobilize ACLU supporters across Rhode Island.

PRIMARY RESPONSIBILITIES

In addition to other duties as assigned by the executive director, the position includes the following regular responsibilities in these core areas:

Campaign Development

- Plan and implement issue-based, non-partisan advocacy campaigns that align with the goals of the Affiliate.
- Collaborate with staff to identify, recruit and train ACLU/RI members and supporters to participate in these issue-based campaigns with a goal of long-term engagement.
- Work to encourage coalitions and allies to support ACLU/RI campaigns and issues.

Community Engagement & Relationship Building

- Collaborate with staff to identify, develop, and foster relationships with key community leaders, partner organizations, and coalitions.
- Represent and speak for the ACLU/RI at public and community meetings.
- Plan and assist in ACLU/RI participation in community events.
- Identify and help elevate stories from impacted community members that may support the Affiliate's goals, consistent with privacy and ethical considerations.

Outreach & Coalitions:

- Represent ACLU/RI and its perspective in coalition meetings and assist like-minded coalitions in their work.
- Develop and hold community-based trainings to educate the community on important civil liberties issue areas identified by the Affiliate.
- Help develop, inventory, and disseminate educational materials, action alerts, and other content to engage and inform the public.
- Maintain records of community contacts, coalition relationships, outreach activities and engagement efforts.

QUALIFICATIONS

The ideal candidate has:

- A demonstrated strong commitment to civil liberties, civil rights, and the mission and core principles of the ACLU, including its defense of unpopular and controversial causes and groups.
- Strong interpersonal and communication skills, including public speaking and written communication.
- Ability to work independently and collaboratively as part of a team in a fast-paced environment.
- Experience in issue campaign management, organizing, or community advocacy.
- Knowledge of state and local political processes.
- Proficiency with Microsoft Office software, databases and various social media and web platforms.
- Fluency in Spanish a plus.

The outreach and engagement coordinator will work under the supervision of the executive director and other staff as assigned. The position requires some evening and weekend work. A valid driver's license is required for traveling throughout Rhode Island. The work location is in-office.

BENEFITS

We provide excellent benefits, including health, life, long-term disability, and dental insurance; parking; a 401(k) retirement plan with an employer match; and generous paid holidays.

APPLICATION PROCEDURE

To apply, send a cover letter, resume, and a writing sample to engagementsearch@riaclu.org with the subject heading "Outreach and Engagement Search," or by snail mail to:

Outreach and Engagement Search Committee
ACLU of Rhode Island
128 Dorrance Street, Suite 400
Providence, RI 02903

Indicate in your cover letter any salary requirement and where you found this job listing. If applying online, please submit the materials as a single PDF if feasible. No phone calls, please.

The ACLU of Rhode Island is an equal opportunity employer and encourages applications from all qualified individuals regardless of race, sex, gender identity or expression, age, disability, religion, national origin, citizenship, marital status, sexual orientation, veteran status, record of arrest or conviction or any other characteristic protected by applicable law.

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