

Position title: Volunteer Coordinator

Reports to: Policy & Advocacy Manager

Job Summary:

The Volunteer Coordinator is responsible for implementing the Alliance for Gun Responsibility field strategy and operations. This position is responsible for organizing volunteers to take action supporting the Alliance's mission to reduce gun violence. The Volunteer Coordinator will work with the Policy & Advocacy Manager and the Government Affairs Director to recruit and train local volunteers to assist in session advocacy operations, lobbying efforts, canvassing, and voter contact during the legislative and electoral cycles. This role requires significant in-person engagement and creative organizing to increase volunteer participation in 2023.

Women, LGBTQ+, multilingual, and BIPOC candidates encouraged to apply.

Responsibilities:

- ❖ Coordinate with Policy & Advocacy Manager and the Government Affairs Director to plan and execute field operations.
- ❖ Mobilize volunteers to support legislative advocacy, lobbying efforts, and GOTV for endorsed candidates.
- ❖ Recruit and train volunteers regarding all efforts across the state in advancing the Alliance's mission.
- ❖ Train Alliance interns and fellows in all aspects of field operations.
- ❖ Plan and execute phonebanks, canvasses, tabling events, interim meetings, hearing days, and other volunteer events.
- ❖ Support and expand the Alliance Chapter Teams, including hosting monthly meetings with chapter leads, and training chapter leads to mobilize their own teams.
- ❖ Effectively communicate Alliance strategic priorities to volunteers and community members.
- ❖ Track and regularly update relevant staff on engagement metrics.
- ❖ Support the Policy & Advocacy Manager and Government Affairs Director in other organizing tasks as assigned.

Expectations:

- Passion for gun violence prevention.
- Demonstrate enthusiasm for organizing and building relationships with volunteers.
- Demonstrate leadership skills, a high degree of professionalism, and maintain

- confidentiality.
- Value continuous learning and seek ongoing training and development.
- Take action to support the organization's commitment to diversity, equity, inclusion, and access (DEIA).
- Value teamwork, flexibility, and adaptability; embrace change.

Qualifications:

- Experience with database management e.g Votebuilder/VAN
- Experience planning and launching phone banks, canvasses, and other volunteer advocacy efforts.
- Enthusiastic about encouraging and mobilizing volunteer participation.
- Strong oral and written communication skills.
- Must be able to perform field actions, i.e. door knocking, cold calling, etc.
- Willingness to travel around the state as required.
- Prior volunteer organizing or political campaign experience (preferred).
- A commitment and desire to educate and mobilize individuals around issues of gun violence prevention.

Salary & Benefits

- Salary Range: 55-60k annually
- Health, vision, and dental insurance are offered.
- The Alliance offers a generous paid-time-off (PTO) package.
- This position qualifies for enrollment in a 401(K) program after one (1) year of employment.

The Alliance for Gun Responsibility is committed to being an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

Please submit a resume and cover letter detailing your interest in the position to careers@wagunresponsibility.org