

REGIONAL ORGANIZER

Our Regional Organizer supports OK Policy by providing structured leadership in the development and implementation of community-based advocacy actions that further policy goals identified by OK Policy, and works closely with Together Oklahoma (TOK) chapters and issue groups, the grassroots advocacy arm of Oklahoma Policy, under the leadership and guidance of the Legislative & Outreach Director. This position reports directly to OK Policy's Legislative & Outreach Director.

Duties/Responsibilities

- Develops TOK chapters and issue groups through membership recruitment, holding meetings, identifying training needs, and other activities as necessary to increase participation in and advocacy skills of TOK chapters and issue groups.
- Creates and develops working relationships with civic and community leaders, and local partner organizations and groups to facilitate increased awareness of and engagement in TOK, and to stay informed of and participate in community events and activities.
- Participates in community events and makes presentations to local groups and organizations to increase the visibility of TOK and to enhance the awareness of OK Policy priorities.
- Collaborates with Legislative & Outreach Director to develop agendas for TOK meetings, activities, and trainings.
- Coordinates with other OK Policy teams to achieve organizational goals and successfully complete project-specific tasks.
- Reports on activities including but not limited to, meetings attended, contacts made, and TOK recruitment, chapter and issue group meetings, and other actions to maintain a historical record and completion of documentation.
- Contribute positively to our culture, which we like to think blends excellence with heart (and a keen sense of humor helps).
- Other duties as assigned.

Skills / Experience

Essential:

- 1-3 years' relevant professional experience.
- Ability to communicate effectively one-on-one, in group settings, and in public presentations; exemplary interpersonal skills in person, by phone, and over email.
- Comfortable with taking direction, as well as providing, receiving, and implementing feedback from others.
- Strong planning and project management skills, including the ability to enlist support, delegate work, and guide staff across divisions, manage deadlines and expectations, and motivate staff to engage deeply through challenging processes.
- Proven ability to manage multiple projects, set priorities and meet deadlines in a changing environment; demonstrated ability to set and manage priorities under tight deadlines with an outcomes-oriented approach.
- Strong commitment to the mission, goals, and values of OK Policy.

Desirable:

- Knowledge of state legislative processes and familiarity with Oklahoma policy issues.
- Experience organizing complex projects involving a diverse group of partners and interested parties.
- Precision, attention to detail, and excellent time management skills.
- Prior experience in the advocacy, educational equity, or broader nonprofit arenas is a plus, but not a requirement.

Education:

- Bachelor's or professional degree in a related field preferred, or a combination of education and experience.

Working Conditions

OK Policy's headquarters are located in Tulsa, OK, however, in order to ensure the health and wellbeing of our team, all OK Policy staff are currently working remotely due to the coronavirus pandemic.

- Ability to work during OK Policy's normal operating hours (8:30 – 5:00, M-F).
- Ability to work evenings and weekends, if needed, particularly during state legislative session, or to support events.
- The position can be based anywhere within the state of Oklahoma, and is full-time.
- Position requires travel within region and occasionally outside of state - valid driver's license and ability to travel are necessary.
- Physical effort/lifting requirements - up to 25 lbs., for lifting supplies and materials, as needed*.
- Position frequently requires the ability to sit for extended periods of time*.
- Position continually requires the ability to talk and hear both in person and over the phone*.
- Position continually requires visual acuity as well as hand and finger dexterity to operate equipment, read, and use a keyboard*.

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job to the extent possible for this position.*

Compensation

OK Policy values its employees, and as such, offers a competitive total compensation package which includes both cash compensation and benefits. This position is eligible to participate in the following benefits:

- Employer sponsored health plans, including: health, dental, and vision insurance.
- Retirement plan benefits and employer matching up to 5% (first 3% without any match requirement).
- Additional benefits – including health savings account (HSA), flexible spending accounts (FSA), dependent care accounts (DCA), short-term disability insurance, and legal assistance.
- Employer-paid long-term disability and life insurance benefits.
- OK Policy recognizes all federal holidays, as well as Election Day and Juneteenth, along with two (2) floating holidays that can be used at the team member's discretion.
- OK Policy provides a generous PTO package, including: vacation leave, sick/personal leave, paid family leave, and more!

Salary Range: \$35,000 - \$40,000 Annually (*commensurate with experience*)

The above is intended to describe the general content of and requirements for the performance of this job and is not a guarantee of employment. This document is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to reasonably assign or reassign duties and responsibilities to/from this job at any time. Oklahoma is an "employment-at will" state; therefore, employment as a team member of the Oklahoma Policy Institute (OK Policy) is considered to be "at-will" and may be terminated by you or the employer at any time. The Oklahoma Policy Institute (OK Policy) is an equal opportunity employer, are committed to racial and gender equity, and we make a particular effort to recruit candidates who identify as Black, Indigenous, people of color, and gender non-binary to apply for open positions.