

Job Title: Regional Organizer
Supervisory Responsibilities: No
Location: Varied geographical districts throughout the State

Reports to: Legislative & Outreach Director
Job Classification: Full-time / Exempt

Under the leadership of the Legislative & Outreach Director, the Regional Organizer provides 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, the grassroots advocacy arm of Oklahoma Policy.

Duties/Responsibilities

- Organize and guide Together Oklahoma efforts:
 - Schedule and host regular Together Oklahoma Chapter meetings
 - In collaboration with the Legislative & Outreach Director, identify topics and develop agenda for Together Oklahoma Chapter meetings
 - Actively recruit Together Oklahoma chapter members
 - In collaboration with the Legislative & Outreach Director, provide leadership and guidance to implement Together Oklahoma Chapter activities to achieve identified policy goals
 - Identify training needs of Together Oklahoma Chapter members and other local advocates
 - Increase Together Oklahoma Chapter visibility through tabling and participation in community events
 - Develop relationships with local civic leaders to discuss policy priorities of Together Oklahoma and find areas for possible coalition work
 - Make presentations on Together Oklahoma and/or policy issues to local community groups
- Identify and develop opportunities to work in coalition with local organizational partners on identified policy issues
- Coordinate closely with other OK Policy teams to achieve organizational goals and successfully complete project-specific tasks
- Maintain an awareness of community events in the designated region and seek opportunities to further policy goals through those events
- In collaboration with the Legislative & Outreach Director, develop and ensure the provision of advocacy training and other training as needed
- Track and log activities and contacts as directed
- Other duties as assigned

Skills / Experience

Essential:

- Minimum of 1 year of relevant work experience
- Strong commitment to the mission, goals, and values of OK Policy
- Willingness and ability to travel throughout Oklahoma
- Comfortable and effective working in culturally diverse environments
- Strong computer skills with proficiency in Microsoft Office, Slack, and Zoom
- Ability to prioritize and work on multiple tasks simultaneously
- Ability to focus on details without losing sight of “the big picture”
- Exemplary interpersonal skills in person, by phone and over email
- Comfortable with giving direction, as well as providing, receiving, and implementing feedback from others
- Ability to take direction and work independently, take initiative within area of responsibility, as well as provide leadership and direction, while working in a team-oriented environment
- Ability to communicate effectively one-on-one, in group settings, and in public presentations
- Ability to understand and follow written and verbal instructions
- High standards of timeliness and attendance

Desirable:

- Precision, attention to detail, and excellent time management skills
- Experience and enthusiasm for working in a fast-paced, dynamic, and high-pressure environment with changing priorities and deadlines, while maintaining an upbeat, positive attitude
- Event planning or volunteer coordination experience

Education:

- No educational requirement; high school diploma or GED desired

Working Conditions

- Ability to work during OK Policy's normal operating hours (8:30 – 5:00, M-F), with availability on evenings and weekends to support events, as needed
- This position is eligible for remote work within Oklahoma
- Valid Driver's License and ability to travel
- Physical effort/lifting requirements - up to 25 lbs., for lifting supplies and materials, as needed*.
- 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 cash compensation and benefits. This position is eligible to participate in the following benefits: Cafeteria Plan: including health and dental insurance, retirement plans, health savings account (HSA), flexible spending accounts (FSA), dependent care accounts (DCA), and more. This position is also eligible for paid time-off (PTO) benefits.

Salary Range: \$35,600 - \$40,000 (commensurate with experience)

The above is intended to describe the general content of and requirements for the performance of this job. It 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 assign or reassign duties and responsibilities to 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.