

# solidaire

## POSITION DESCRIPTION Digital Organizer

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<b>Title:</b>	<b>Digital Organizer</b>
<b>Position:</b>	Permanent, Exempt
<b>Schedule:</b>	40 hours
<b>Position Reports to:</b>	Organizing Director
<b>Updated:</b>	January 2021

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### **About Solidaire:**

Solidaire Network is a community of donor organizers mobilizing critical resources to the frontlines of intersectional movements for racial, gender and climate justice. More at [www.solidairenetwork.org](http://www.solidairenetwork.org)

### **Position Summary:**

Solidaire Network seeks a detail-oriented Digital Organizer to coordinate all storytelling, social media and communications collateral production functions within Solidaire. The Digital Organizer will demonstrate a powerful commitment to building conscious relationships with movements and nurturing just relations between movements and Solidaire staff and members.

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### **Essential Functions:**

#### **1. Digital Content Creation & Management (50%)**

- a. Strategize and execute high impact, creative digital tactics across teams that help change the narrative, reach our growth goals, build community and build power.
- b. Create digital content (text based, visual, mixed text/visual storytelling).
- c. Create video content for amplifying member and movement partner stories
- d. Manage all our social media channels including Facebook, Twitter, and Instagram to share member stories, movement partner stories, advertise webinars, upcoming events and more.
- e. Create and disseminate high-quality quarterly newsletters, which includes: layout, content editing, scheduling, and testing/revisions for members and for movement partners.
- f. Plan communications to multiple target audiences with distinct engagement goals, and help manage email lists and databases.
- g. Update, revise and make appealing all our member onboarding materials regularly in consultation with the donor organizing team.

h. Use analytics to optimize online campaigns and content for greater impact.

**2. Storytelling (40%)**

- a. Gather member and movement partner stories on a consistent basis to share on social media, listservs and website.
- b. Monitor member listservs and relevant allied partners for relevant stories and amplify them through various channels.
- c. Build a storytelling culture and feature members and movement partners on website that inspire action.
- d. Share monthly spotlight stories and grant opportunities on all Solidaire channels.
- e. Participate in relevant online discussions and events to grow Solidaire's presence, foster community, help own our narrative and influence the broader narrative in radical philanthropy and grassroots organizing spaces.

**3. Learning, Experimentation and Collaboration (10%)**

Along with all other staff, this position contributes to Solidaire's culture of entrepreneurship, teamwork and continuous learning and does what it takes to ensure that Solidaire staff collaborate and support each other.

*Note: Solidaire is committed to responding flexibly to changing circumstances and priorities which means that the expectations of every position are dynamic. This description reflects the assignment of essential functions, but does not proscribe or restrict the tasks that may be assigned.*

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**KNOWLEDGE, SKILLS, AND ABILITIES:** Alignment with the vision and values of Solidaire Network including a strong racial, gender, class, environmental/social justice lens; Bachelor's degree and/or equivalent experience; At least 5 years of marketing communications, digital and social media, media relations, narrative change and/or advocacy experience to advance social, racial, economic and/or climate justice in the United States; Proficient in using Wordpress; Knowledge and experience within social justice philanthropy with commitment to values of humility, solidarity and justice; Grounded and flexible with a high degree of integrity, transparency, and collaborative ability; Impeccable verbal and written communication skills; Able to pay close and consistent attention to details and accuracy; Strong proficiency with design and illustration software; Ability to work on a virtual team, in particular, and juggle multiple projects at once while proactively communicating with all in a virtual environment; Demonstrated reliability, flexibility and follow-up; Deep commitment to relationship building, team building and strategic action.

**SALARY & BENEFITS:** Salary range \$70,000 - \$80,000, depending on experience, plus fully paid health, dental and vision insurance and generous time-off policy.

**HOW TO APPLY**

The deadline to apply is February 28, 2021 although early applications are encouraged. Interviews will be conducted on a rolling basis. The position will preferably start on April 1, 2021.

TO APPLY: Please send your resume, a cover letter outlining why you would like to work at Solidaire, one sample of your own work (visual, text, website, or any other form of collateral) and three references. Please send the materials to: [jobs@solidairenetwork.org](mailto:jobs@solidairenetwork.org).

*Solidaire Network is an equal opportunity employer. Solidaire Network prohibits unlawful discrimination against any employee or applicant for employment based on race, color, religion, sex, gender identity, age, national origin, genetic characteristics, disability, status as a special disabled veteran or veteran, marital status, sexual orientation, sexual identity or any other basis prohibited by law.*