



FLIC Votes

Job Opening: Field Director

Organizational Overview:

FLIC Votes seeks to transform governance, engaging key stakeholders of the immigrant rights movement, whilst engaging those who can't yet vote. Through popular education, organizing training, and consciousness building, we bring forth a generation of impactful change in our communities.

Job Description

The Field Director will help expand Florida's voting base and voter engagement during the 2022 election. FLIC Votes is hiring a motivated individual to lead our Civic Engagement field team this cycle. The Field Director will lead the successful operation of our electoral campaign as we develop and launch our 2022 501(c)4 Civic Engagement Plan. This is a temporary position that will report to the Director of Policy and Politics.

Duties & Responsibilities

Planning, Development, and Execution:

- Plan Municipal, State, and Federal elections field strategy in collaboration with the Director of Policy and Politics.
- Oversee the execution of the 2022 Civic Engagement Strategy and its relevant deliverables.
- Develop trainings and guides for staff pertinent to programs and independent expenditures we may run.

Management:

- Manage 501(c4) Civic Engagement Infrastructure
- Manage 501 (c4) Field Staffers and Organizers
- Manage Independent Expenditure campaign infrastructure for municipal, state, and federal elections.

Clerical Responsibilities:

- Lead recruitment, hiring, and onboarding of incoming Civic Engagement Staff
- Manage procurement & allocation of resources for statewide program
- Plan, Develop, and Implement COVID Health and Safety Plan for teams
- Collaborate with the Operations Department to support HR & Accounting practices pertinent to Civic Engagement Program

Qualifications and Experience

- A minimum of 2 campaign cycles managing paid field staff with demonstrated success
- Experience Drafting Field Plans including communications, text and phone banking, scripts, and budgets
- Experience working in diverse communities and with grassroots organizations; Ability to work within a coalition of diverse organizations and partners.
- Experience managing large scale or statewide voter engagement campaigns; Independent and strong leader that is able to drive projects and programs to completion in a fast-paced environment;
- Familiarity with political data, latest technologies, and best practices in the field;



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- Management and supervisory skills are required. S/he will have successful experience leading and managing diverse staff and working with ethnically and culturally diverse populations and will have the intellectual drive, progressive outlook, and the entrepreneurial spirit to effectively lead field campaigns.
- Candidates must work within a team with proven leadership ability and an orientation towards handling many responsibilities.
- Strong interpersonal, results-focused, motivational skills, work ethic, and desire for political change are essential.
- Self-motivated – proven ability to work independently
- Background and commitment to social justice work and demonstrate a strong personal commitment to FLIC Votes' mission and values.
- Strong analytical skills, excellent written and verbal communication, and organizational skills.
- Computer skills: word processing, email, G-Suite, spreadsheets, AirTable, and multimedia presentation software.
- Experience working with campaign databases such as: Votebuilder, America Votes VAN, EveryAction, and/or commitment to learn and adapt to CRM platforms and mandatory project management tools.
- English fluency is required; another language is desirable (Spanish and/or Haitian Creole).
- Prior knowledge and experience working in Florida and targeted regions is a plus.
- Familiarity with 501(c)4 and 501(c)3 non-profit rules and compliance is a plus
- This position is located preferably in South Florida. Remote work can be considered, but applicants must be based in Florida. Requires frequent local and statewide travel for extended periods of time as needed

COMPETITIVE BENEFITS:

- 100% Paid Benefits (Health, Vision, Dental, STD, LTD, Life Insurance)
- Parental Leave
- 14 Paid Holidays
- Flexible Work Schedule

Salary Range: \$60,000 - \$70,000 (Salary commensurate with experience)

Hours: 40 hours per week

Location: Florida

Emp. Type: Full time

How to apply: Send a resume, cover letter, and references to hr@flic.org

Applications will be accepted until the position is filled. FLIC is an equal opportunity/affirmative action employer and encourages applications from all qualified people, including women, people of color, persons with disabilities, and LGBTQ individuals.