



**Organization Name: NYIC Action**

**Title:** Organizing Associate

**Reports to :** Senior Strategist

**Employment Status:** Fulltime/ Non-Exempt, 40 hours a week (9am-6pm), 4 days in office, 1 day remote.

**Annual salary:** \$55,620

**Location:** Position is based in New York City and will require regular travel to Long Island, Mid-Hudson Valley, Albany, and occasional travel to other parts of New York State.

**About NYIC Action**

NYIC Action was founded in 2007 as a 501(c)(4) not for profit corporation, in order to ensure that immigrants had a seat at the table of the national comprehensive immigration reform debate. In order to increase the political potency of the immigrant vote, NYIC Action endorses candidates and elected officials who stand up for immigrant communities and against anti-immigrant opponents. NYIC Action engages in targeted advocacy including grassroots voter outreach, community education, and engagement of elected officials.

**Position Overview**

The Organizing Associate will report to NYIC Action's Senior Strategist, and will provide organizing, communications, and administrative support. The position is based in New York City.

**Responsibilities include, but are not limited to:**

- Provide support for digital organizing, including managing mass communications via email and social media.
- Provide support for events including candidate forums, community educational events, and fundraisers. Plan and implement event logistics and outreach.
- Provide support for electoral field operations, including in-person voter outreach.
- Provide support for recruiting and organizing individual dues paying members.
- Provide support for administrative tasks as needed and assist in day-to-day operations.

**Qualifications:**

- Two (2) to three (3) years of experience on political campaigns and deep understanding of political organizing.
- Experience managing digital communications, including social media and email, for a large audience.

- Proven ability to balance multiple priorities and strong organizational skills.
- Proficient in Microsoft Office, Google suite software.
- Proficiency in graphic design software e.g. Canva.
- Ability to work both collaboratively and independently.
- Ability to work in a fast-paced, high-energy environment, and manage multiple competing deadlines.
- Ability to speak languages other than English is a plus.
- Must be legally authorized to work in the U.S for any employer.

**Annual salary:** \$55,620\*\*

*\*\*The NYIC has a transparent and equitable salary structure. Starting salaries for each position are set in advance with no room for negotiation.*

In addition to a competitive salary, NYIC Action offers a full benefit plan (medical, dental and vision), paid parental leave, paid sick leave, unlimited vacation time (after 90 days of employment) commuter benefits and a comprehensive retirement plan.

**To Apply:** Interested candidates should send a resume and cover letter in one document to: <https://nyic.breezy.hr/p/1d9a0f8d73b5-organizing-associate>

**Deadline:** Open Until Filled

Applications will be reviewed on a rolling basis and we are looking for someone to start as soon as possible. No phone calls or emails will be accepted for this position.