



CAMPAIGN COORDINATOR HIRING ANNOUNCEMENT

Chicago, IL

Raise the Floor, a dynamic alliance of Illinois-based worker centers founded in 2014, seeks a Campaign Coordinator. Raise the Floor (RTF) unites Chicago-area worker centers to ensure that low-wage workers have access to quality jobs and are empowered to uphold and improve workplace standards. RTF achieves its mission by providing research, communications and legal support for efforts to win public and private policy changes that raise the floor for all workers. Both an alliance and a support center, RTF brings worker centers together into one strong voice for economic policies that foster permanent full-time, family supporting work.

Overview of Responsibilities:

The Campaign Coordinator is responsible for critical aspects of policy campaigns for RTF. The Coordinator is responsible for implementing the goals of the campaign including mobilization of workers and supporting the campaign communication program.

The Campaign Coordinator will work directly under the Policy Director.

Description of Duties:

- Implement policy campaign plans as needed for: state and local campaign plans and issue campaigns.
- Training, designing and providing technical assistance in the implementation of campaign communications programs.
- Build, educate and mobilize broad and diverse base of supporters.
- Assist in developing persuasion letters, leaflets, and brochures as needed.
- Support large event logistics and turnout.
- Perform other duties and campaign work as assigned.

Qualifications and Skills:

- Bachelor's degree.
- Preferred, but not required, 3-5 years of policy experience.
- Demonstrated effectiveness in writing and implementing and managing strategic policy campaign plans.
- Excellent listening, interpersonal, communication and problem solving skills.
- Excellent written and verbal communication skills.
- Demonstrated experience as a proactive, innovative, self-motivated individual who takes initiative.
- Effective time management skills, including prioritizing and managing multiple tasks, and demonstrated experience in developing personal work plans and goals.
- Demonstrated ability to build teams and work effectively in a team environment in both a lead and a support role.
- Computer proficiency is required; database/spreadsheet, email, internet, word processing, social networking skills.
- Ability to travel on a regular basis as needed, and for extended periods of time.
- Ability to work long hours and weekends as required.
- Conversational Spanish strongly preferred

Benefits:

Health care coverage, vacation, and sick days. Salary is commensurate with experience.

Position available:

Until filled.

Application Procedure

Interested applicants should submit a cover letter, résumé, references, and a writing sample to: szaman@raisetheflooralliance.org with the subject "Campaign Coordinator Application"