



Outreach Coordinator

Oklahoma Policy Institute (OK Policy) is seeking an experienced and effective outreach coordinator to lead the effort to educate Oklahomans about the need to protect our tax base and ensure adequate funding of public services.

A coalition of organizations is emerging under OK Policy's leadership to work together for fair and sustainable budget and tax policies. The outreach coordinator will play a critical role in developing the strategy for this coalition, developing and spreading the coalition's message, expanding the coalition membership, and executing a shared agenda for achieving the coalition's goals.

Primary Duties and Responsibilities

- *Strategy* – Provide leadership in developing and executing field and communication plans;
- *Coordination* – Develop and maintain good working relations and close communication with and among member organizations of the coalition. Organize regular coalition meetings.
- *Member Capacity* – Strengthen member organizations' budget and tax advocacy capacities. Plan training sessions. Assist with legislative strategies.
- *Member Recruitment* – Expand the coalition. Help to identify and recruit new members representing broad and diverse constituencies.
- *Communication* – Deliver oral presentations and participate in public events on budget and tax issues.

Qualifications:

- Demonstrable experience managing local or state-level advocacy campaigns;
- Demonstrable experience building diverse and effective alliances and collaborations;
- Excellent organizational skills and proven ability to work collaboratively with diverse stakeholders;
- Excellent communication (written and oral) skills;
- Willingness and ability to travel throughout Oklahoma; and
- Proficiency with MS Word, Excel, Power Point, website management tools, and online networking and collaborative tools.

The Outreach Coordinator will be a half-time contract position with the possibility of additional hours subject to the availability of funds. The position reports to the Director of OK Policy. Preference will be given to candidates residing in the Oklahoma City metropolitan area. Office space will be provided as needed.

If you are interested in the position, send a resume and cover letter to David Blatt, Director, Oklahoma Policy Institute at jobs@okpolicy.org by Tuesday, January 17, 2012. Please be sure to note in the subject line of the email, Outreach Coordinator and describe your availability and salary requirements in the letter.