



OKPOLICY.ORG

Oklahoma Policy Institute

Job Announcement

Advocacy and Outreach Coordinator

Oklahoma Policy Institute (OK Policy) is seeking an experienced and effective advocacy and outreach coordinator to lead our grassroots efforts to bring Oklahomans together in support of a policy agenda that ensures adequate and fair funding of public services and expanded opportunity and economic security for all. The work will involve building and supporting grassroots coalitions in one or more issue areas, as well as conducting public education and mobilization.

1. Primary Duties and Responsibilities:

- Assist in the development and implementation of a strategic vision for issue-based campaigns;
- Promote the active, effective engagement of coalition members and volunteers through in-person meetings and trainings and written communication;
- Expand coalitions by helping to identify and recruit new members from broad and diverse constituencies;
- Disseminate public information about issue campaigns through emails and social media;
- Organize and participate in public forums and meetings;
- Make presentations to diverse groups across Oklahoma

2. Secondary Duties and Responsibilities:

- Develop and update presentations, toolkits and other materials related to advocacy campaigns;
- Help update and maintain coalition websites;
- Assist with recruitment and supervision of interns;
- Assist with other OK Policy activities, events and projects.

Qualifications:

- Strong commitment to the mission and values of OK Policy.
- Excellent organizational and project management skills.
- Demonstrable experience working in advocacy campaigns and building and sustaining diverse and effective coalitions (leadership experience preferred).
- Ability to manage multiple tasks, work independently, and meet deadlines in a fast-paced environment.
- Familiarity with Oklahoma policy issues, especially the state budget and tax policy, interest groups, and the state Legislature.
- Ability to develop community relationships and engage people from diverse backgrounds.

- Excellent communication skills, both oral and written.
- Experience as an effective public speaker.
- Willingness and ability to travel throughout Oklahoma.
- Computer proficiency.

This is a full-time position. The salary range is expected to be between \$35,000 - \$50,000 depending on experience. OK Policy offers excellent benefits, including health insurance, dental insurance, retirement, and generous paid vacation, sick leave, and holidays.

Oklahoma Policy Institute is based in Tulsa. Candidates based outside of Tulsa may receive consideration and should be able to travel regularly to Tulsa.

To apply for this position: Please e-mail a **resume**, **cover letter** and, if available, an example of a **campaign or project plan** you have developed to jobs@okpolicy.org by COB Monday, December 4, 2017. Indicate Outreach Coordinator in the Subject Line. The cover letter should describe your interest in the position and include a detailed explanation of how your experience meets the qualifications and prepares you for the responsibilities outlined in the job description. We expect to notify candidates who will be invited for initial interviews by December 18th.

Oklahoma Policy Institute is a non-partisan 501(c)(3) organization that provides timely and credible information, analysis, and ideas on state policy issues. Our core commitments are to the adequate, fair, and fiscally responsible funding of public services, and to an economy that provides shared prosperity through increased economic opportunity and financial security for all. You can learn more about OK Policy at: <http://okpolicy.org>

OK Policy is fully committed to cultural diversity and equal employment opportunity. It is our procedure to make employment opportunities available to a wide-range of diverse individuals without regard to race, creed, color, national origin, sex, age, disability, HIV status, any condition defined under the Americans with Disabilities Act ("ADA"), marital or parental status, sexual orientation, gender identity, or citizenship status.