



Title: Organizing Associate

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 on specific immigrant-related issues such as legislative scorecards, pointed advocacy flyers highlighting individual elected officials' stances, and intensive grassroots and direct lobbying of elected officials. NYIC Action is also pioneering a new immigrant power-building concept by building a large base of dues-paying individual members who will be directly plugged into potent immigrant rights advocacy campaigns.

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 events including candidate forums, community educational events, organizing trainings, and fundraisers. Plan and implement event logistics and outreach.
- Manage complex schedules of internal and external meetings with staff, partner organizations, candidates, and elected officials.
- Provide support for electoral field operations, including in-person voter outreach.
- Provide support for recruiting and tracking individual dues paying members.
- Provide support for administrative tasks as needed and assist in day-to-day operations.
- Occasionally carries and moves materials weighing 50 lbs or less.

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 is a plus.
- 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 is a plus.
- 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.

Salary: \$54,000**

***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, unlimited vacation time, paid sick leave, commuter benefits and a comprehensive retirement plan.

To Apply: Interested candidates should send a resume and cover letter to hr@nyicaction.org. All emails must have “Organizing Associate” in the subject line.

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.