



## Contract Digital Organizer

9to5 Georgia and the Workplace Discrimination & Harassment Coalition is seeking a Contract Digital Organizer

The Georgia Workplace Discrimination & Harassment Coalition works to realize workplaces free from discrimination and harassment in Georgia. We do this work through building power with those directly impacted by these issues, educating our community on their current rights, the need for more protections and advocacy for needed policies to ensure safe and respectful workplaces.

The contract will require 10-15 hours a week until Feb 2022 (this could extend depending on need. Compensation is \$40 per hour.

### Key Responsibilities

- Create compelling strategic messaging on the topic of workplace harassment and discrimination grassroots campaigns.
- Participate in campaign meetings and implement a communications strategy to accomplish campaign goals.
- Build our base of supporters through digital advertising, organic social media, texting, and other digital tools.
- Reach out to potential supporters and connect them with a 9to5 Organizer.
- Craft engaging social media posts, cultivate community within Facebook groups, and explore how new social media platforms and features (FB messenger, Instagram, etc) can be used for organizing.
- Collaborate with 9to5 Georgia's Communications & Data Coordinator to create and distribute compelling graphics and videos for social posts, online ads, email blasts, etc.
- Manage data and tracking systems in collaboration with 9to5 Georgia's Communications & Data Coordinator.
- Work with our communications team to help supporters share their stories through videos, images, writing, press interviews, storytelling trainings, etc.

- Perform other duties as required to support the work of the organization as a whole.

#### Desired Skills

- You view communications as an integral part of organizing and can craft messaging that moves people to action.
- You are an organizer at heart and understand how to build a strong digital campaign. You believe technology should be in service of organizing.
- You know how to run Facebook ad campaigns and/or other paid digital programs.
- You can create compelling graphics and videos for social media.
- You've likely used (or been wanting to try out) a good number of these tools: CRMs (ActionNetwork, EveryAction, NationBuilder), texting (Hustle, ThruText, Strive, Spoke), relational organizing (OutreachCircle, Reach, Team), online advocacy (New/Mode, Phone2Action), story collection (Soapboxx, Flipgrid).
- You've got strong organization and tracking skills. You keep projects moving, pay attention to detail, make sure things don't slip through the cracks, and meet deadlines.
- Experience with Canva or Adobe Photoshop/Illustrator
- Experience managing a content calendar and content creation

#### To apply:

Send resume to [mica@9to5.org](mailto:mica@9to5.org) with Contract Digital Organizer in the subject line.

Application deadline is ongoing until filled.