



## Outreach Coordinator

Policy Matters Ohio creates a more equitable, sustainable and inclusive Ohio by conducting strategic research, getting excellent press coverage of that work, organizing strong coalitions and doing fierce policy advocacy. Our work requires phenomenal new leaders doing outreach to the community. We seek a dynamic, outgoing, passionate, dedicated Outreach Coordinator to reach out to workers, students, young people, parents, and activists in greater Cleveland and Youngstown to unite the community behind policies that create an economy that works for all.

**Position Available**  
**Application Deadline: January 31, 2016**

### Responsibilities

#### Build and support coalitions

- Reach out to black community in Cleveland and Youngstown, support coalitions, spearhead policy advocacy.
- Coordinate, attend and run meetings and events (including evenings and weekends, weekday hours reduced in return); identify allies who want to fight for a fair economy; display respect and understanding of the role of community organizers and labor unions in building toward economic and racial justice.
- Work extremely well with others; provide leadership and vision; follow directions and let others lead when appropriate; connect with, motivate, and form partnerships with ethnically and economically diverse allies.
- Speak publicly with passion, knowledge, and accuracy, particularly about policies that help families.
- Organize community members to advocate for policy change, including planning events.
- Meet with and organize meetings with elected officials.

#### Create and maintain Policy Matters' community reputation

- Read, synthesize and distribute to the community research done by colleagues at Policy Matters.
- Diligently deliver on commitments made.
- Maintain presence with progressive communities on social media.
- Write blog posts and outreach materials.

#### Administrative and staff assistance

- Provide backup on maintaining our website.
- Take board meeting minutes, assist in board development and maintenance.
- Assist with meeting preparation and other office tasks as assigned.
- Participate enthusiastically in collaborative, mission-oriented, friendly workplace.

### Requirements

- Devotion to a more equitable economy, recognition that research and policy are central to that struggle
- Experience working toward racial, economic or environmental justice
- Exceptional verbal communication skills; excellent written communication skills
- Bachelor's degree required, Master's degree or professional work experience preferred
- At least 2 years paid work experience, can be concurrent with school
- Excellent interpersonal skills, ability to work independently and collaboratively, grace under pressure
- Detail orientation, excellent follow through, dependability and enthusiasm

*We are an equal opportunity employer. Women and minorities strongly encouraged to apply.*

Two-year commitment, housed in Cleveland. Air and car travel required, must have driver's license. Salary \$32,000 to \$48,000 commensurate with experience, education, and ability, excellent benefits.

**To apply:** E-mail cover letter, resume, and 1-2 page writing sample (op-ed, policy brief or related) in one document to [jobs@policymattersohio.org](mailto:jobs@policymattersohio.org). Subject line "outreach application".  
No calls. All applicants will be informed when search is complete.