



*Advancing Pro-Life Leadership*

## **JOB DESCRIPTION**

### **Regional Grassroots Field Directors**

#### **General Purpose/Summary Statement:**

Susan B. Anthony List, a national pro-life organization, is looking for diligent, hardworking, and passionate Field Directors throughout Pennsylvania to advance the pro-life cause.

#### **Essential Duties/Responsibilities:**

To build a grassroots volunteer organization within assigned region of assigned state to conduct **phone banks** and **precinct walks** to survey and educate voters on pro-life issues related to the 2020 election.

A field director would spend a typical workday recruiting, managing and motivating teams of paid and volunteer canvassers and phone bankers to contact pro-life and persuadable voters. Field directors will also attend local evening meetings with community, activist and political groups as an ambassador and a representative of Susan B. Anthony List, making speeches and announcements about the mission and recruiting paid workers and volunteers. Field directors may be also asked to assist with other responsibilities and projects. Field directors will be responsible for monitoring, tracking and providing reports of actual results on a weekly basis and more often if requested. Field directors are expected to regularly use and monitor social media such as Facebook and Twitter as a means of volunteer recruitment, communication and follow up. Some training will be provided. Field directors will participate in regular team meetings by phone and occasionally in person. Some occasional overnight travel will be required for training and team meetings.

#### **Other Duties/Responsibilities:**

Each field director will be expected to put in a *minimum* of a full-time work week (40 hours +). Working some overtime and evenings and weekends should be also expected on as part of the position. Applicants are expected to devote full-time to this position without engaging in other gainful employment during this period of employment. Any other employment or contracting work must be approved in advance.

#### **Job Qualifications/Requirements**

##### **Character/Spiritual:**

Must maintain a courteous attitude in dealing with people within and outside of Susan B. Anthony List. Must demonstrate behavior and have a reputation that is aligned with the core values of Susan B. Anthony List. Must be at least 18 years old.

##### **Knowledge/Experience:**

Bachelor's degree or equivalent experience/certifications  
Experience working as a team member on grassroots projects  
Knowledge / experience of basic project management, organization, volunteer recruitment, event planning and scheduling  
Competency in MS Word, Excel, Power Point, and Internet Browsers  
Experience in political campaigns helpful but not required

**Skills, Abilities, and Special Talents/Gifts:**

Maintains a high-degree of integrity and ethical behavior in all business activities and decisions; and demonstrates standards of conduct that meet or exceed organization or legal requirements  
Able to attract and recruit a steady flow of new volunteers and maintain existing volunteers  
Ability to manage multiple projects at various stages  
Ability to resolve conflicts, disagreements, and misunderstandings  
Excellent organizational and administrative skills  
A strong team player  
Demonstrates the ability to get the job done  
Diplomatic; articulate; decisive, approachable; flexible; concern for long-term effectiveness  
Coachable, able to redirect work priorities and assignments as requested  
Flexibility and adaptability to change  
Ability to encourage and motivate personnel  
Strong attention to detail  
Ability to assemble clear, concise, and accurate project documentation  
Lead project teams to successful project completion  
Ability to work independently with little supervision  
Maintain a cool and calm demeanor under pressure

To apply send resume and cover letter to [laurie@sbalistfield.org](mailto:laurie@sbalistfield.org). No calls please.