Digital Organizer

JOB POSTING

**Job Title:** Digital Organizer
**Supervisor:** Director of Internal Operations
**FLSA Status:** [Non-Exempt]
**Pay Class:** Full-Time
**Location:** Resilience Orange County Office (1415 E. 17th. St. Suite 100B, Santa Ana, CA 92705)

**Summary:**
The digital organizer will support the communications and organizing staff. This position will develop a keen sense of Resilience OC’s values, politics and constituency to listen to, manage, and grow social media platforms, amplify community efforts, drive effective digital organizing efforts, and track the effectiveness of our messaging platforms. They will maintain messaging calendars and ensure all content is curated in accordance with Resilience OC’s style principles and published across all platforms. The position requires flexibility, strong organizational skills, the ability to track, engage with, and create compelling grassroots digital content to drive Resilience OC’s base building and digital organizing efforts.

**Focus Area(s):**

**Duties and Responsibilities:** The main categories consist of the following; other duties may be assigned:

| Digital Campaigner | ● Draft written content for messaging channels, and copy edit all outgoing social media communications.  
|                    | ● Email and digital asset production  
|                    | ● Web site content and updates  
|                    | ● Assist with content creation (blogs/videos/toolkits)  
| Social Media       | ● Community listening and management  
|                    | ● Maintain messaging calendar  
|                    | ● Social content creation & curation (primary social writer, graphic designer)  
|                    | ● Social publisher  
|                    | ● Uphold social protocols/guidelines  
| Alliance Support and Network/Coalition Support | ● Participate in partner meetings, conferences, convenings, and training.  
|                                                  | ● Provide communications support in local and state alliance and coalition efforts.  
| Organizing Support | ● Documentation of programs and activities  
|                    | ● Support organizing staff with developing outreach material such as flyers, graphics, and/or videos.  

*Digital Organizer Job Description Revised November 2019*
Supervisory Responsibilities: The Director of Internal Operations has no hiring or firing authority, although the person filling this position may train new staff members on certain facets of their job duties and may monitor the work of certain staff members to ensure the quality of products and services delivered to clients.

Confidential Information: Employees holding this position will have access to client financial data and proprietary program design and intellectual property and, therefore, they must pay particular attention to the Client Confidentiality section of the company’s Employee Handbook.

Physical Demands: While performing the duties of this job, the employee is regularly required to sit, speak, hear, stand, and walk. The employee is frequently required to use hands to keyboard. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Work Environment: The noise level in the work environment is usually moderate. While performing the duties of this position, the employee is occasionally exposed to outside weather conditions when driving to and from meetings. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applications: Please submit resume, cover letter and writing sample to info@resilienceoc.org.