



**NETWORK is rooted in Catholic Social Justice and the lived experience of real people.
We are open to all who share our passion.**

Grassroots Outreach and Education Specialist

Start Date: January 4, 2021 (remotely until safe to be in the office)
Permanent, Full-Time, Based in D.C. | **\$43,500**, plus generous benefits

About NETWORK: A national network of social justice advocates – and the organization behind Nuns on the Bus – NETWORK educates, organizes, and lobbies for economic and social transformation. Founded in 1971 by Catholic Sisters in the progressive spirit of Vatican II, NETWORK works to “Mend the Gaps” in income and wealth disparity and works to create a society and economy of inclusion. We value women’s leadership, we appreciate people from religious and secular backgrounds, we affirm members of the LGBTQ+ community, and we engage in the ongoing work to become a multicultural, anti-racist organization.

Why this position matters: As an advocacy, organizing, and membership organization which ensures that our entire Spirit-filled network is growing, connected, and nourished, NETWORK relies on our host of activists and Catholic sisters (our “Nuns on the Bus”), as well as the organizations, colleges, and high schools who reach out to NETWORK every year. The Grassroots Outreach and Education Specialist makes certain that we educate and mobilize this national network of justice-seekers, with the hopes that they continue to be in relationship with NETWORK in the future. Our ultimate goal is for the person in this position to be instrumental in maintaining, creating, and providing resources to train individual activists, Advocates Teams, and Advocates Councils to optimize advocacy strategies.

You could be our next Grassroots Outreach and Education Specialist if you have:

- Progressive professional experience in program development, community organizing, or advocacy; relevant internships and volunteer experiences will be counted as qualification
- Bachelor’s degree preferred but not required
- Experience in a detail-oriented position that required a high-level of organizational skills; ability to meet deadlines and manage multiple projects
- Strong management, coaching, training, conflict management, and group-facilitation experience
- Demonstrated skills in adaptability, relationship building, constituent relations/customer service, detail-oriented, initiative, motivating others, perseverance, leadership, strategy, and collaboration
- Willingness and ability to travel (once it is safe to do so)
- Familiarity with Catholic Social Justice, faith-based organizations, working with disadvantaged populations, anti-oppression work, and women's leadership development, a plus
- Fluency in Spanish and databases (e.g. Salsa, Salesforce) preferred
- Familiarity with faith-based advocacy organizations, or working with disadvantaged populations a plus

What you are great at:

- Content creation and designing resources to meet an audience's need
- Strong management, coaching, training, conflict management, and group-facilitation experience
- An excellent listener, and oral and written communicator
- An aptitude for both supporting our older members as they navigate technology, and for keeping a finger on the pulse of the most effective ways to engage Generation Z
- Patience and temperament to teach and support high school and college students in the development of their advocacy skills in an age-appropriate way

What you'll do in this role:

- Provide the resources, trainings, and tools for our activists—including e-roots, Advocates Teams, Advocate Councils—to be educated on our issues and to take action.
 - Organize existing trainings and resources into a curriculum that on-boards supporters and equips them to engage with us in our advocacy efforts
 - Adapt existing resources as necessary to be effective for virtual learning
 - Revise the Advocacy Tool Box to better incorporate our national organizing model and effectively promote our educational resources
- Develop and implement a long-term strategy to connect with female justice-seekers aged 18-30 and those who support LGBTQ+ equality to engage them in our advocacy efforts.

- Develop new outreach strategies and materials for post-college female justice-seekers
- Provide existing materials, workshops, and trainings to visiting college and high school student groups
- Coordinate outreach to colleges and universities to promote NETWORK's Associate Program
- Attend and/or sponsor, table, and present at conferences with our core constituencies and increase our participation at conferences with people of color.
 - Support the organization's participation in virtual conferences
 - Track and support all staff's participation in conferences, webinars, seminars, and the like
- Support the Executive Director's travel and presentations to connect locally and create new partnerships with conveners, especially with organizations led by people of color and rural communities.
- Rapidly respond to the needs of the advocacy network, provide high-level quality of constituent relations/customer service, and manage with grace an excess of activist communication.
- Track all constituent contact in Salesforce and support the team's efforts to do the same.
- Support the team's building goals and rapid-response policy activities.

What it's like working at NETWORK:

Rooted in Catholic Social Justice, NETWORK is open to all who share our passion for justice. Staff and members are people from a variety of religious and nonreligious backgrounds. As an organization and workplace, NETWORK values work-life balance and strives to be a supportive workplace environment where staff embrace the "Sister-Spirit" of our founders by rooting our understanding in encounter, not ideology; prioritizing the well-being of others; seeing everyone as people first, not just roles; and using humor and being feisty in order to be bold and do the unpopular. [Read More.](#)

Note on Current Reality:

Due to the Coronavirus (COVID-19) pandemic and subsequent restrictions imposed by various government entities, NETWORK has encouraged everyone to work from home and only commute to the office if absolutely necessary and if it can be done safely. Because we expect to be in this work-from-home mode when this position is hired, applicants may begin this job working remotely, but this is not a remote position. Once it is safe to commute, the expectation is that this position will need to be present in NETWORK's D.C. office on a daily basis.

Benefit details:

- Starting salary: \$43,500/year
- Additional \$1,200/year to help cover commute costs
- Generous time off: 2 weeks paid vacation, Christmas week off, 12 additional holidays, 2 personal days
- Platinum level health plan – as well as dental and vision – at no cost to you
- Generous retirement plan and parental leave after one year
- Four staff retreat days; an organizational commitment to professional development and wellness

How to apply:

Cover letter: 2-3 paragraphs in an email (not attached, but written in the body of the email) telling us why you're interested in this position and why you want to be a part of the NETWORK team, and where you found us. Give us a sense of the level of responsibility, complexity, and creativity of the past outreach and education work you've engaged in. Please also tell us how you found out about this opening, so that we can improve our effectiveness in finding great candidates and extending our searches in more communities.

Resume: While you may focus on outreach and education experience, please include all experience so we get a good picture of what you've been up to.

Email: Send materials to Meg Olson at employment@networklobby.org. Please include "Grassroots Outreach and Education Specialist" in the subject line.

Timing: This position will stay open as long as needed — until we find the right candidate. We'll be screening candidates on a rolling basis so please apply promptly. You will receive an automated reply right away, and we anticipate contacting all candidates again after Election Day to let them know their status in our process, and conducting phone and virtual interviews in November and December.

It is the policy of NETWORK to conduct all personnel activities in a manner that will ensure equal opportunity for all persons without regard to religion, race, creed, gender, color, age, national origin, marital status, veteran status, disability, sexual orientation, or gender identity or expression. Every employee has the right to work in dignity in an environment free from all forms of discrimination or harassment.