**MIRA Coalition: Lead Organizer Position**

**Position Description:**

The Lead Organizer works in collaboration with the Communications and Policy teams to conduct community outreach and education; represents MIRA in selected coalitions or working groups; serves as a MIRA representative to key communities, leaders and audiences; works alongside the Political Director and Legislative Campaign Director to coordinate major events and campaigns; and oversees organizing fellows and interns. The Lead Organizer reports to the Political Director.

**Duties and Responsibilities:**

* Lead organizing and outreach campaigns in close collaboration with the Communications and Policy teams. This includes developing a field strategy, reaching out to MIRA members and other partners, providing training and materials as needed, and mobilizing them to participate in MIRA activities and advance the campaign goals.
* Represent MIRA in coalitions and working groups, as assigned by the Political Director.
* Represent MIRA and its priority campaigns at public events and giving presentations and leading capacity-building work.
* Assist the Advocacy Team with major projects and events, including Immigrants’ Day at the State House, Democracy School, and any rallies or other events, as needed.
* Build relationships with MIRA members and stakeholders, in partnership with the Membership Coordinator.
* Provide leadership and support to a small organizing team, including fellows and interns, answering questions and connecting them to resources as needed.

**Minimum Qualification**:

* Bachelor’s degree required with 3 or more years of experience organizing or in community-based work or Master’s Degree with a minimum of one-year experience.
* Basic experience (typically less than 3 years) in public policy, including writing, communication, and public speaking experience.
* Ability to lead a small but diverse team of organizers.
* Proficiency with common office productivity tools and databases.
* Ability to prepare individuals for testifying to and meeting with legislators and pertinent staff members.
* Ability to work independently and be self-motivated.
* Ability to act in a proactive manner with actions focused on problem-solving and analyze the implementation of systems and procedures to ensure that projects and documents are kept on track and internal and external deadlines are met.
* Possession of excellent organizational skills.
* Multilingual skills are a plus.

**Salary:**

* The salary range for the position is **$50,000-55,000** depending on experience.

**To Apply:**

* To apply, email Tahia Mostafiz at tmostafiz@miracoalition.org with a resume and cover letter, with “Lead Organizer” in the subject line of the email.