

Overview, Part-time Civic Engagement Coordinator, Charleston, WV:

Planned Parenthood Health Systems, Inc. is looking for a highly motivated, responsible, outgoing, creative, pro-choice person with political experience to manage the agency's grassroots activities. The Field Organizer will work closely with the Director of Public Policy to conduct grassroots activities while building capacity and infrastructure. The Organizer will also provide key support to the PPHS Action Fund, particularly around volunteer activities in targeted political candidate and issue-based campaigns.

This position is a part-time, hourly position. The hours per week will average 15-20/week and may include evenings and weekends.

Responsibilities:

- Organize and manage civic engagement activities including weekly phone banks, tabling events, and weekend canvasses.
- Develop a local core activist base, and implement a volunteer leadership program
- Manage activist database
- Assist Vox (Voices for Choice) groups at local colleges/universities
- Some level of fundraising, public speaking and media relations should be expected

Qualifications

- Well-organized and detail-oriented
- Strong written and interpersonal, communication and relationship-building skills
- Energetic, outgoing, self-motivated and optimistic
- Able to work well with diverse groups
- Bachelor's degree from an accredited college or university required, or equivalent experience
- Support of the mission, vision and work of Planned Parenthood Health Systems, Inc.
- Knowledge of reproductive rights issues and community organizing strategies preferred
- Must have experience with Microsoft Excel
- Knowledge of use of Catalist and/or VAN voter files preferred.
- Ability to travel with valid driver's license, car and required car insurance.

Application Deadline: The position will be open until filled

To Apply: Please submit a cover letter and resume addressing your experience with the above responsibilities and qualifications and describing your interest in being a member of the Planned Parenthood staff. Please submit the names, affiliations and contact information of three references. No calls please.

Email: hr@pphsinc.org

Write: Planned Parenthood Health Systems, Inc.

Attn: Human Resources

100 S. Boylan Avenue

Raleigh, NC 27603

For more information on our organization, and to view other opportunities at Planned Parenthood Health Systems, please visit our website at www.pphsinc.org.

At Planned Parenthood Health Systems, Inc. we offer reproductive health services to men and women including family planning, colposcopy, abortion, and limited family primary care. We are committed to providing high quality, affordable health care services to women, men and teens, as well as serving our staff with opportunities for personal and professional growth. We have 12 health centers located in North and South Carolina, Virginia, and West Virginia: Asheville, NC, Blacksburg, VA, Charlotte, NC,

Charlottesville, VA, Columbia, SC, Greensboro, NC, Lynchburg, VA, Raleigh, NC, Roanoke, VA, Vienna, WV, Wilmington, NC and Winston-Salem, NC.