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## POSITION AVAILABLE IMMEDIATELY

APPLICATIONS ACCEPTED THROUGH 5PM FRIDAY, FEBRUARY 10<sup>TH</sup>

**Position:** Grassroots Organizer

**Compensation:** Full-time. Annual salary of \$27,000-\$30,000, depending on experience. Generous health/dental/vision benefits.

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**General Responsibilities:** The Grassroots Organizer is responsible for deepening engagement from current supporters in Bark's programs and growing our grassroots network in Mt. Hood communities.

### Communications

#### Electronic

- Maintain a consistent and compelling email dialogue with Bark supporters.
  - Work with Program Director in compiling [monthly Bark-Alert](#) email, with content from other staff.
  - Use targeted email blasts to alert Barkers of new information, timely campaign needs, etc.
  - Other email stuff
- Maintain Bark's website as both a point-of-entry for new Barkers and as a resource for current Barkers including:
  - Relevant news stories
  - Original content on campaigns and volunteer needs
  - [Project database](#) that includes approximately 40 current projects in and around Mt. Hood National Forest
  - Icon photo management, ensuring that the photos on Bark's website are compelling and representative of the campaign work
- Maintain and grow current volunteer video production of Bark-Abouts (monthly hikes) and special campaign features ([Bark videos](#))
- Maintain Facebook page with consistent and compelling content

#### Hardcopy

- Create and maintain organizational outreach materials (Bark brochure, handouts, merchandise, etc.)
- Create and maintain campaign outreach materials (brochures, fact sheets, petitions/postcards, etc)

### Outreach and education

- Work with program staff to identify goals for # of actions on campaigns and use action alerts for the web, email alerts, hardcopy, etc. to achieve goals

- Coordinate tabling events as needed to expand Bark's grassroots network and achieve action goals
- Present slideshows and other outreach events (like meetups) in Mt. Hood communities
- Facilitate creation of community committees to share information and take action as needed.
- Organize special events (rallies, campouts, conferences, etc.) as needed.

### **Volunteer Coordination**

- Maintain active core of over 25 volunteers able to respond quickly to organizational and campaign needs and connect them with the appropriate Bark staff member
- Maintain systems to recruit volunteers and work with Bark staff to increase responsibilities among current Bark volunteers
- Update and manage volunteer database
- Serve as staff liaison for volunteer Events Committee
- Implement volunteer recognition activities

### **Miscellaneous**

- Communicate with Bark's board of directors through quarterly reports and informal updates as needed
- Participate in administrative duties as necessary.

### **Qualifications**

- Minimum two years experience in grassroots organizing and volunteer-based campaigns.
- Experience managing volunteer-based committees.
- Familiarity with federal forest management, specifically NEPA and NFMA.
- Persuasive writing and public speaking skills.
- Proficiency in Microsoft Office Suite and publishing software (Adobe or Publisher) required. Experience in content management systems a plus. Specific experience in Drupal, Democracy In Action, Photoshop, is not required by also a plus.

### **To Apply:**

E-mail resume, 2-3 references, and cover letter to (no calls please) to [alex@bark-out.org](mailto:alex@bark-out.org), with "Grassroots Organizer" in the subject line.