



Organizer

Fair Fight Action is the nation's only voting rights organization focused on promoting free and fair elections through litigation, legislation, and advocacy. We bring high-impact campaign strategies to make elections fair – for all.

To deliver on our mission, Fair Fight Action hires and supports a diverse team of the best and brightest, most mission-driven people available. We encourage applications from candidates from all backgrounds and walks of life and work hard to create an environment where everyone on our team feels included, involved in key decisions that affect them and supported in bringing their full selves to work. Learn more about us at www.fairfight.com.

We seek a talented organizing and events assistant to support our Director of Organizing in helping Fair Fight Action to meet its ambitious organizing goals.

What You'll Do

As our Organizer, you will be expected to:

1. Manage the details and logistics of 10-12 or more Fair Fight Action organizing events.
2. In partnership with the Director of Organizing, manage rapid response organizing on and offline related to issues that directly impact voting rights or progressive causes.
3. Manage email and volunteer databases to ensure that the Organizing Team runs smoothly and efficiently.

Who You Are

Our ideal candidate will identify as:

- **A strong database manager.** Able to create and maintain multiple databases to optimize the organizing team's workflow.
- **A highly organized event planner.** The ideal candidate has a proven ability to manage all aspects of planning small or medium-sized organizing events (from booking venues and caterers, to handling RSVPs, etc) without dropping balls.
- **Strong cross-team collaborator.** The ideal candidate communicates with stakeholders early and often, closes the loop quickly on outstanding issues, and manages up and across to their colleagues, manager, other team leaders and the CEO.
- **Strong situational communicator,** skilled at building bridges across lines of difference. The ideal candidate carefully adapts their written and verbal communications to meet the needs and preferences of a diverse group of stakeholders. They carefully craft tailored messages to each of the audiences they mobilize to action.

- **Self-starter who is highly skilled at managing up.** The ideal candidate knows how to leverage limited manager or leader time to get the information needed to move decisions, and the work, forward.
- **Thoughtful lens on race and equity as it impacts our work.** The ideal candidate understands how voter suppression targets marginalized communities and communities of color and brings a deep value for racial equity and justice to their work. They actively work to avoid words, actions, and approaches that perpetuate marginalization and inequity, both in our organization or out in the world.

Working At Fair Fight Action

This position is based in Decatur, Georgia. The salary band for this position is competitive for organizations of our size in metro Atlanta and is commensurate with the quality and breadth of experience the successful candidate brings to the table. In addition, we offer a generous benefits package which includes paid time off and health benefits to all full-time employees.

Salary Range: \$42,000- \$48,000 per year, dependent upon experience.

To Apply

To apply, please submit a cover letter and resume in PDF format, to careers@fairfightaction.com. Please include "Organizer" in the subject line of your email.

Please note: Applications for this position will be accepted on a rolling basis and the position will remain posted until filled. Incomplete applications or applications through the LinkedIn platform or other platforms will not be considered. Submit your application only through the email address listed above. Only those applicants who are moving forward in our process will receive a response.

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