

Job Descriptions
B-PEP CIVIC ENGAGEMENT OPPORTUNITIES

Part-time Community Organizer

To support the 2020 and 2021 GET-OUT-THE-VOTE efforts/campaigns in Pittsburgh's minority communities, The BLACK COMMUNITY EMPOWERMENT PROJECT (B-PEP) seeks to hire a part-time Community Organizer (CO).

Under the direction of B-PEP's CEO/Chairman, the CO's support duties will include the following:

Assess and expand B-PEP's traditional outreach methods and identify and develop efficient and effective Pandemic appropriate GET-OUT-THE-VOTE outreach methods, programs and procedures for the targeted communities. Carefully assess local demographics and target messages accordingly.

Manage logistics, planning and implementation of all procedures. Identify and develop engaging materials to support outreach methods.

To maximize and broaden impact, Identify and coordinate B-PEP programs and procedures in collaboration with relevant community/neighborhood groups, organizations, religious institutions, etc.

Work closely with Media Consultant to synchronize community contacts and coordinate traditional outreach methods with contemporary digital organizing tools.

Recruit and manage volunteers.

Engage local community leaders and celebrities in targeted outreach.

Assist in organizing and the facilitation of Community Forums.

Consult with local public officials in order to conform with local rules and regulations.

Analyze the performance of ads and other outreach ? and adjust content and strategies accordingly, as well as when needed to respond to breaking news.

Track and document contacts, activities, tools, materials, etc.

Reach out to B-PEP Council Members to assist with projects/programs that may need more hands on support, per approval of the B-PEP CEO/Chairman.

Under current Pandemic conditions, pay attention to the safety of staff and constituents.

Skills:

Familiarity with the local community, neighborhoods, organizations, etc.

Background in social justice efforts and organizational experience.

Multi-tasking: good listener: good management and communication skills: culturally competent and aware of gender, age, sexuality, ethnicity, race and ability: critical thinking, time management, ability to prioritize and be organized: phone and computer skills: work weekday, weekend and evening hours. Transportation capabilities.

Work Week: 15 to 20 hours per week; \$15.00 to \$19.00 per hour, based on education and experience.

Contact by email: cav.pgh@gmail.com.

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Part-time Media Consultant

To support the 2020 and 2021 GET-OUT-THE-VOTE efforts/campaigns in Pittsburgh's minority communities, The BLACK COMMUNITY EMPOWERMENT PROJECT (B-PEP) seeks to hire a part-time Media Consultant (MC).

Under the direction of B-PEP's CEO/Chairman, the MC's support duties will include the following:

- Access media and social media methods to engage targeted populations.
- Determine local access to the internet and modify content to access as appropriate.
- Develop, coordinate and implement social media strategies, e.g., Facebook, Twitter, You Tube.
- Develop Zoom and Webinar interactions.
- Develop on-line platforms to energize and engage voters and potential voters.
- To maximize and broaden impact, Identify and coordinate outreach methods in collaboration with and utilizing platforms of relevant community/neighborhood groups, organizations, religious institutions, etc.
- Collect engaging video content from on the ground. Create and develop engaging content.
- Develop scripts to send and follow up on text messages campaigns to accompany programs
- Create texts for emails, ads, and text messages as appropriate; analyzes the performance of ads, emails, and text messages, and adjusts content and strategies accordingly, as well as when needed to respond to breaking news.
- Explore digital organizing tools such as Voter Information Project and 4pia to determine viability.
- As appropriate develop and implement e-mail list serves, push test notifications.
- Update B-PEP website to reflect current VOTE activities.

Work closely with Community Organizer to synchronize community contacts and coordinate traditional outreach methods with contemporary digital organizing tools. Performs other duties as assigned in support of promoting digital work.

SKILLS

Familiarity with the local community, neighborhoods, organizations, etc. Background in social justice efforts and organizational experience. Expertise in social media platforms.

Multi-tasking: good listener: culturally competent and aware of gender, age, sexuality, ethnicity, race and ability: critical thinking, time management, ability to prioritize and be organized: work weekday, weekend and evening hours.

WORK WEEK: 15 – 20 hours per week; \$15.00 to \$19.00 per hour, based on education and experience

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