

Title: Organizing Associate

Reports to: Deputy Engagement Director

Location: Washington, DC

The Organizing Associate will assist the Engagement team in building and maintaining existing Giffords coalitions and expanding collaborations across a broad range of stakeholders and potential partners. Excellent writing skills, attention to detail, commitment to teamwork, and willingness to work flexible hours required.

Position requires ability and interest in traveling up to 20% and occasional weekend and evening events.

Duties + Responsibilities:

- Participates in planning and executing substantive events, rallies, and meetings with coalition and grassroots partners.
- Schedules appointments, meetings, and conferences; coordinates staff and visitor travel for coalition meetings and events.
- Processes administrative forms and provides logistical support for all Engagement meetings, public events, and conferences.
- Manages completion and submission of monthly Giffords credit card reporting for Engagement team credit cards and timesheets for Engagement team members.
- Tracks and analyzes the performance of Giffords advocacy events and materials.
- Writes and produces materials for advocates (for example, reports, toolkits, webinars and other presentations, member action alerts, etc.).
- Performs data entry and maintains all engagement interactions in organizational database; plays a leading role in ensuring that supporter records and data are accurate and up to date.
- Other duties as assigned.

Essential skills + experience:

- One to two years of relevant work experience.
- Demonstrated ability to coordinate effectively with allied organizations, build new relationships and create partnerships (existing grassroots networks a plus).
- Excellent written and verbal communication skills; demonstrated ability to convey complex issues in clear and simple terms.
- Demonstrated problem-solving skills and ability to be flexible.
- Ability to manage multiple projects in a fast-paced environment.
- Strong interpersonal skills, sense of humor and ability to work well on a team.
- Excellent time management and attention to detail.
- Commitment to ending America's gun violence epidemic through effective laws and regulations.

Salary commensurate with experience. Competitive benefits include health, dental, and vision insurance, 401k plan with employer match, and paid holidays.



Giffords is proud to be an equal opportunity employer committed to assembling a diverse staff. Women, minorities, people with disabilities, and veterans are strongly encouraged to apply.

ABOUT GIFFORDS

Giffords is a nonprofit organization dedicated to saving lives from gun violence. Led by former Congresswoman Gabrielle Giffords and her husband, Navy combat veteran and retired NASA astronaut Captain Mark Kelly, Giffords inspires the courage of people from all walks of life to make America safer.