

Field Organizer/Data Analyst Job Description

The Wyoming Civic Engagement Network (WyCEN) is a statewide network of organizations increasing their civic power and helping more Wyomingites vote for their issues at the polls. Partners share a vision of full civic participation and representation in our democracy — including historically marginalized, under-represented, under-counted Wyoming communities — and of achieving long-term solutions no one group could achieve on its own.

We are using 2022 to understand our baseline capacity, train organizational staff, and educate community leaders, in both the why and how of voter engagement. Collaboratively, we are building a shared vision for what we want Wyoming's civic culture to be for election cycles to come. In conjunction with the WyCEN Executive Director, the Field Organizer/Data Analyst (FO/DA) will work closely with our partner organizations to build voter engagement and capacity.

This position will largely include increasing the civic engagement capacity of underrepresented and marginalized voter groups. The ideal candidate will have an understanding of not only the Wyoming political landscape, but an understanding of and experience in local communities not typically considered part of Wyoming's political landscape. Racial and economic equity are core to WyCEN's work and we are committed internally and externally to a race-forward strategy for Wyoming.

Desired Field Organizing Skills

- Work with partner organizations to implement and grow their field organizing plans with specific goals, objectives, and targets using data-driven methods.
- Understand 501(c)(3) advocacy and compliance as it pertains to working with partner organizations in a nonpartisan way.
- Meet our partners where they are and take direction from them on how and where they would like to continue building long-term capacity.
- Help partners integrate voter engagement into their scope of work in a strategic, manageable, and effective way that helps partners build power.
- Work with partners to communicate the value and necessity of engaging at the ballot box.
- Ensure every partner has access to the tools, resources, and training necessary to set them up for success.
- Construct meaningful and measurable progress in voter engagement with partners.
- Track field plan growth through qualitative and quantitative measures.

Desired Data Skills

- Voter file experience
 - Assist partners with State Voices/VAN Integration.
 - Help partners learn basic voter file tools like importing & exporting lists, cutting turf, creating outreach plans, etc.
 - Build and utilize activist codes.
 - Understand 501 c3 usage and compliance.
 - Work with State Voices for VAN set up, access & tools.
- Have Every Action experience or related donor management system experience.
 - Understand website and donor management set up and data migration.
 - Connect and sync partner data to VAN.
 - Help create member/volunteer voter outreach strategies.
 - Train and follow up with partners.

- Familiarity with voter databases, electoral analysis, and voter registration/GOTV.
- Experience interacting with donors, non-profits, and peers in coalition/network settings.
- Political campaign experience and grassroots organizing.

The successful candidate will:

- Be a multi-tasker and must juggle multiple priorities.
- Be a contributor and visionary. WyCEN's vision is for long-term and sustainable growth over many years. Be flexible to changes and offer constructive ideas and opinions to aid in achieving short term goals while focusing long-term.
- Build trust and uphold partner confidentiality.
- Have multi-focal awareness of current state, city, county and municipal issues that would impact our greater civic engagement work.
- Meet our partners where they are with capacity building and keeping civic engagement as the core focus of work with partner organizations.

Salary Details:

\$54,000-\$62,000 commensurate on experience. A full benefit package is included with health, dental and vision.

Education/Experience:

Though no particular educational qualification is necessary, those who have completed formal education in politics, political science, data management, or any other relevant field would be preferred along with demonstrated work experience in field and/or community organizing and data analysis.

Skills and education can be combined to meet preferred qualifications.

Candidates must be able to work from home and preference to candidates living in or willing to relocate to Wyoming.

How to Apply:

Deadline to apply is August 15, 2022. Please submit a Resume, Letter of Application and References to Rachel Martinez, Executive Director, Wyoming Civic Engagement Network at rachel@wycen.org.

Resume and Letter of Application should include any relevant paid or non-paid experience, related experience and why you are interested in this position with examples of implemented knowledge, skills and abilities.

-Interviews will be held the last few weeks of August by zoom. Should you be selected for an interview, you will be contacted by phone and email.

-Start date for this position will be **Sep 15, 2022** or earlier if desired. Start date is negotiable based on circumstances.

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