



## **Let's Grow Kids Let's Grow Kids Action Network Field Organizer**

**Let's Grow Kids** is a nonprofit organization on a mission: ensuring affordable access to high-quality child care for all Vermont families by 2025. With more than 30,000 supporters from all walks of life, Let's Grow Kids (LGK) is facilitating the movement to strengthen the early childhood education system today and calling for lasting investments in child care. Together, we can give children a strong start and build a better Vermont for generations to come. LGK works with its affiliate Let's Grow Kids Action Network, a 501(c)(4), to spearhead the community organizing and political accountability needed to drive LGK's legislative agenda via our campaign efforts.

Our work is guided by these core values:

- **Commitment to Children:** We believe that investing in the wellbeing of children birth to five is a catalyst for positive social change.
- **Inclusion:** We are building an organization, movement and system that promote equity and diversity.
- **Collaboration:** We support each other and our partners to realize shared success.
- **Agility:** We adapt readily to our environment to ensure we're in the best position to achieve our goals.
- **Strategy:** We take a focused, coordinated, data-driven approach to achieving our goals.
- **Transparency:** We are intentional about sharing clear and timely information about our work, priorities, mission and values.

### **Summary of the Field Organizer position**

Let's Grow Kids (LGK) and the Let's Grow Kids Action Network (LGKAN) seek an energetic, motivated individual with strong interpersonal skills to build strong support for the remainder of LGK's legislative campaign by organizing and activating supporters.

The primary role of the Field Organizer is to engage Vermonters across the state to advocate for and take action on behalf of our child care campaign. Working among a team of Field Organizers and under the supervision of the Senior Field Manager, this position will recruit and train volunteers to plan and run events, develop leaders, and track engagement in our database. The Field Team is organized regionally across the state. This position will initially coordinate volunteers in Chittenden and Franklin counties with the potential for an additional county as they settle in. This role will primarily work remotely and out of our Burlington office. This position requires extensive travel within those counties, including some work on nights and weekends. This work is highly collaborative and coordinated with LGK's Policy, Fundraising and Engagement, Programs, Operations and Evaluation, and Communications teams.

### **Responsibilities**

The position responsibilities include:

- Engage current volunteers in their advocacy development, supporting their outreach activities by delivering materials, conducting one-on-one or small group trainings, and coordinating logistics, to cultivate strong supporters and leaders of the movement.
- Recruit new volunteers and parent/caregiver supporters at in person events, such as tabling and canvassing, and community events this position will organize.
- Deepen volunteer engagement via phone, email, and text to support priority campaign initiatives and activities, such as contacting legislators, letter-to-the-editor campaigns, direct action events, volunteering at LGK and community events and phone/text banking.
- Support volunteers in planning events, media events, virtual events, meetings, and trainings by delivering materials, coordinating logistics, and offering brief presentations about LGK/LGKAN strategies and calls to action.
- Support Policy and Communications Teams in recruiting parent and family voices as needed to take action on legislation, testimony, and story collection.
- Accurately track and report supporter and volunteer engagement in our database weekly.
- Contribute to team decisions on field strategy and implementation.
- Meet quarterly and yearly benchmarks and goals.
- Additional duties as assigned.

## **Qualifications**

A well-qualified candidate will possess the following:

- Interest in and passion for the LGK/LGKAN mission and core values.
- 1–2 years of campaign field work, community organizing, or electoral work is preferred.
- An understanding of the challenges Vermont’s child care crisis presents for parents and caregivers.
- Ability to listen well, communicate, and relate to others personally and professionally.
- Ability to motivate, train, and lead others to take action.
- Effective verbal and written communication skills, including public speaking and presentation skills.
- Highly self-motivated, detail- and goal-oriented.
- Must be comfortable doing outreach to new community members and initiating conversations with potential volunteers.
- Experience working in a team environment and ability to work independently.
- Proficiency in using basic software—Word, Outlook, Excel, Zoom, and willingness to learn new software and database management skills. Experience with EveryAction/NGP Van and SharePoint preferred.
- Interest in and ability to work across diverse cultures and constituencies and participate actively in the organization’s diversity and equity efforts.
- Demonstrated ability to work well under pressure and manage work with shifting priorities and tight deadlines.

- Access to reliable transportation and availability for frequent travel across Vermont, including nights and weekends.
- Reliable internet required.
- Able to lift and carry materials up to 40 lbs with accommodation.
- This is an active field position that will require being physically located in Vermont. Preference given to candidates who live in Addison County and the Northeast Kingdom.

## **Location**

LGK and LGKAN have offices in Burlington and Montpelier, Vermont. While this position will primarily work with communities located in Chittenden and Franklin counties and can be based from a home office, regular travel to the Burlington and Montpelier offices and to meetings throughout the state are expected.

## **Time Commitment and Expectations**

This is a full-time position for a time-bound organization. This position will end, at the latest, by December 31, 2025. Vermont residency is required, and remote-based work is possible. Work hours will follow general Eastern Time Zone business hours and include some night and weekend work hours. At times, this position requires long hours and a flexible schedule, especially during the legislative session, and we work hard to ensure that staff take compensatory time. Extensive in-state travel and in-person meetings are required. While the position is primarily remote, in-person meetings in LGK's Burlington and Montpelier offices will be required.

This position requires:

- Up to 60% travel primarily within your region, with very infrequent overnight travel
- Regular night and weekend work
- Ability to periodically lift up to 40 pounds with or without accommodation

This position is for qualified individuals able to work within the United States without visa sponsorship.

## **Our Commitment to Inclusion**

- Build an organizational culture that is open and inclusive and in which people feel safe, where differences are embraced, engagement is apparent and the contributions of all are encouraged, valued, and respected
- Explore and challenge our individual and organizational assumptions, subconscious biases, and world views and how they impact our relationships and our work
- Build bridges and establish relationships across differences and encourage diversity in staff, volunteers, supporters, board members, partners, funders, contractors, consultants, and thought leaders
- Facilitate opportunities that encourage participation from diverse stakeholders
- Influence inclusive early care and learning system design so that every Vermont child has the opportunity to thrive

**Compensation**

Salary range is \$50,000–\$54,000 plus a competitive benefits package that includes paid family leave, health care, generous holidays/vacation and CTO package, and contribution to child care costs.

**To Apply**

Please submit one document containing a cover letter and resume through Aquire4Hire: <https://app.acquire4hire.com/careers/details.json?id=92242&source=17>

We will be accepting applications on a rolling basis. We are hoping to onboard this position as soon as possible.

*LGK values a diverse workplace and strongly encourages women, people of color, LGBT individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. Let's Grow Kids is an equal opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, religion, gender, gender identity, sex, age, marital or civil union status, national origin, ancestry, sexual orientation, place of birth, citizenship, military or veteran status, HIV status, genetic information, disability, or any other legally protected status as defined and required by state and federal laws.*