

NARAL Pro-Choice Washington Job Description

Position Title: Field Canvass Director

Employed by: Executive Director

Reports to: Executive Director & Director of Administration

Supervises: Canvass Staff

Summary:

The Field Canvass Director is responsible for hiring, training and supervising all canvassers employed by NARAL Pro-Choice Washington. The Field Canvass Director will also canvass nightly with the canvassers until which time the canvass has grown substantially and with the approval of the executive director. The canvass director is responsible for all paper work necessary to run an efficient canvass.

Duties and Responsibilities

Planning

- Attend annual planning retreat
- Write bi-monthly, annual and long term plans for accomplishing all goals
- In consultation with Executive Director and/or Director of Administration write monthly, annual and long term, canvass plan.
- Work with other organizations when planning canvass, to ensure no dual canvassing.

Management and Supervision

- Responsible for maintaining a steady and productive team of canvassers at all times including advertising, hiring, training, supervision and motivation of canvassers.
- Implement canvass fundraising plan and evaluate money nightly and bi-monthly to ensure fundraising goal is met.
- Plan canvass schedule and prepare the walking lists.

Record Keeping

- Maintain all necessary records
- Respond to all community requests for information in a timely manner.
- Develop and maintain town records.

Field Organizing

- Work with the staff members and create actions that support our current campaigns.

Fundraising

- Canvass exceeding the office average and leading by example in identifying members and collecting signatures in the field.
- Develop canvassing strategy to meet or exceed the campaign's goals for fundraising and membership identification.
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Training

- Train new canvassers and coordinate advanced training for experienced canvassers.
- Run group role play sessions and skills workshops for the canvassers.
- Meet with each canvasser at the end of the day to evaluate their effectiveness.

Other

- Read and research to be personally informed as to the history, legal status, past and current legislation, general news and trends concerning abortion and all aspects of reproductive health care
- Perform such other tasks as are appropriate to this position and/or needed by the organization as decided and requested by the executive director

Minimum Job Requirements

Experience

- Canvass Director Experience required.
- One year with non-profit or electoral work

Technology

- Intermediate ability to use Microsoft Word, Excel, Outlook, PowerPoint and general database management
- Experience with computer generated Fax and e-mail communications
- Knowledge of design software such as PageMaker, Publisher, or Photoshop preferred.

Other

- Good oral and written communications skills
- Ability to work cooperatively with board members, staff, volunteers and the general public
- Highly organized and able to multi-task
- Ability to work and thrive in a fast paced political environment
- Ability to work overtime and irregular hours (nights and weekends)
- Have a valid Washington driver's license
- Have access to personal transportation and the ability to travel in Western Washington when necessary.
- Personal commitment to the protection of the fundamental right to choose a safe and legal abortion and ensuring the full range of reproductive choices for all women.

Leave and Other Policies

- **Salary:** The Canvass Director is paid \$35,000 per year, plus bonus
- **Vacation:** Vacation is accrued at one day per month. For the second and each subsequent year, on the employee's hiring anniversary, an additional day per year is accrued up to twenty days of vacation (9 year tenure). Vacation will be accrued until the employee has reached the maximum number of days (20); at which point the employee will stop accruing vacation time until the employee takes some vacation at which his/her normal rate of accrual will resume. Vacation time will carry over year to year. Part-time employees receive vacation on a prorated basis.
- **Sick leave:** Full time employees accrue one-day sick leave per month.
- **Holiday:** NARAL Pro-Choice Washington pays employees for the following holidays: Martin Luther King Day, President's Day, Memorial Day, July 4th, Labor Day, Thanksgiving and the following day, and Dec. 25th - Jan. 1st.
- **Smoking Policy:** NARAL Pro-Choice Washington has a no smoking policy; employees may not smoke in the NARAL office areas.