**Job Announcement:**

**Outreach Worker Team Leader (Short term)**

**About EBASE**

The **East Bay Alliance for a Sustainable Economy** (EBASE) has a 21-year track record of advancing economic, and racial justice by building a just economy in the East Bay based on good jobs and healthy communities. We address the root causes of economic injustice by developing strategic alliances among community, faith, and labor to build power and create change with low-income workers and communities of color.

**Position Overview**

We are currently seeking an individual to work on our campaign as short term Team Leader. The Team Leader will be responsible for leading a team of 6 Outreach Workers who will be contacting thousands of Concord residents through door-knocking and texting. Our goal is to increase the civic engagement of Concord residents and provide them with resources about COVID-19 labor laws, vaccination updates, and other related resources.

**Expected hours of work**

The Team Leader is expected to work for 5 days per week (Sunday through Thursday) for 5-6.5 hours per day (within the hours of 2-8:30 PM), starting as early as Monday, May 10th ending as late as July 31, 2021. This position’s start and end date are subject to change. The Outreach Worker Team Leader will be provided with an off-duty meal break in accordance with CA labor code.

**Position Type and Compensation**

This is a temporary non-exempt hourly part-time position. Gross hourly pay is $25 per hour, off-duty meal break in accordance with CA labor code each day.Up to a $100 per month reimbursement for the use of a phone plan & data will be provided, with proof of itemized bill. A weekly transportation allowance will be provided.

**Travel**

This position will be located on-site in Concord, and in-person attendance is required each day. Strict Covid protection protocols will be in place, and Team Leader will receive training and equipment to ensure safety.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

 \*A detailed calendar will be provided. Daily hours are subject to change.

# **Duties And Responsibilities:**

* 1. Daily supervision and coordination of a canvassing and texting team of at least 6 people, including:
* Preparation of daily materials and logistics for the team.
* Leading daily check-ins and debriefs (including ice breakers, trainings, charting daily numbers, behavior challenges, etc.).
* Accurate completion of daily report forms, and management of team members’ report forms.
* Maintain accurate team attendance timesheets and coordinate weekly payment processes with EBASE Human Resource and Administrative Manager.
* Tracking, generating reports, and quality control of canvassing and texting outcomes, entering data into a computer on a nightly basis.
* Manage team members’ performance and conflicts.
* Support with any tech issues.
  1. Conduct daily training, coaching, and trouble-shooting with team members to improve results.
  2. Conduct 1:1s with team members to coach them and support them to help them improve on a nightly basis.
  3. Attend weekly campaign calls.
  4. Conduct quality control calls to check team results.
  5. Review and coordinate logistics for the week as well as Daily Reports / Communication to lead.
  6. Support direct contact work on doors as needed. This includes demonstrating a successful door-knocking conversation for them.
  7. Fill all 6 positions on the team each day, bringing in alternates as needed in a timely manner.
  8. Work with lead and campaign team to ensure each shift goes smoothly with or without unforeseen programmatic issues.

**Team Leader Minimum Requirements:**

* Capacity to think strategically and analytically about problem-solving and team dynamics.
* Experience training and managing teams are strongly preferred.
* Comfort with technology and basic computer operations.
* Organized, on time, positive attitude, accountable, strong leadership skills, ability to multitask and manage daily operations, and willingness to work long and irregular hours.
* Strong relational skills and ability to connect, engage, and inspire community members across multiple cultures about social, economic, cultural, and political issues affecting our community
* Relevant previous organizing experience (Community, Labor, Campaigns, Elections) a plus
* Ability to quickly and effectively respond to new developments and thrive in a fast-paced and exciting work environment.
* Ability to be nimble and flexible.
* Ability to be a leader and team player.

**Helpful but not required:**

* Knowledge of voter file systems such as PDI is a plus.
* Bilingual English-Spanish
* Familiarity with Concord

*\*EBASE is an equal opportunity employer that does not discriminate on the basis of race, color, religion or belief, disability, gender, nationality, ethnicity, sex (including pregnancy, childbirth, or related medical conditions), gender identity or expression, sexual orientation or any other status protected by law. People of color and LGBTQ candidates are strongly encouraged to apply.*

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**Outreach Team Leader**

**Application:**

Resume and completed application required. A cover letter is highly recommended.

Email the completed application, resume, and recommended cover letter to search@workingeastbay.org

*The application deadline is 3 pm on Tuesday, May 4th.*

1. Name, Phone number, Email Address, Address
2. Why are you interested in the Team Leader position?
3. Do you bring any campaign or organizing experience? Any other relevant experience? Please describe.
4. Have you ever worked in a supervisory capacity? Please explain.
5. What do you think are the biggest issues facing Concord and/or Contra Costa County?
6. What would be your greatest strengths and challenges in this position?
7. Do you have any potential scheduling conflicts?
8. On a scale of 1-10, how well would you say you know Concord? Why?

**For further information, please contact Kristi Laughlin, at Kristi@workingeastbay.org**

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