



EAST BAY ALLIANCE FOR A SUSTAINABLE ECONOMY **Building Power With Community, Workers & People of Faith**

JOB ANNOUNCEMENT: CAMPAIGN COORDINATOR, CIVIC ENGAGEMENT

For more than 20 years, [East Bay Alliance for a Sustainable Economy \(EBASE\)](#) has been advancing economic and racial justice by building an inclusive economy in the East Bay based on good jobs and healthy communities. EBASE addresses the root causes of injustice, including white supremacy and corporate control, by developing strategic alliances among residents, workers, and people of faith to build power and win systemic change. EBASE develops leadership and capacity of Black and Brown communities, low-wage workers, and tenants through our campaigns. EBASE comprises a team of committed and seasoned staff, and an engaged board committed to a bold vision of economic and racial justice and a transformational approach to organizing that creates strong solidarity among people of color, women, immigrants, and queer folks. EBASE is a founding member of the PowerSwitch Action national network.

Position Summary

EBASE seeks a motivated, collaborative and strategically inclined **Civic Engagement Campaign Coordinator** to take on a vital role dedicated to promoting civic participation and advancing social causes. This position requires a highly organized individual who can effectively coordinate and execute various engagement initiatives and campaign efforts. This includes coordinating and implementing strategies that encourage community members to actively participate in civic processes, such as voting, community forums, and advocacy campaigns. The Campaign Coordinator will work collaborate with diverse stakeholders, including community leaders, volunteers, partner organizations, and internal staff teams to drive meaningful civic engagement and foster positive social change. The position is regional with responsibilities in both Alameda and Contra Costa County. The Campaign Coordinator, Civic Engagement will be a joint employee with East Bay Action, a 501(c)(4) nonprofit and will be assigned work as needed. The **Campaign Coordinator, Civic Engagement** will be led by the Deputy Director of Civic Engagement and Faith Rooted organizing.

Responsibilities

Coalition Coordination and Partnerships:

- Represent EBASE/EBA at civic engagement tables (i.e., LUCC, Oakland Rising) and coordinate our participation.
- Coordinate with partners and allies to support consistent messaging and collaboration on political initiatives and civic engagement activities, including external communications, outreaching to supporters and endorsers, and other campaign tactics and logistics.

Coordinate Civic Engagement Activities:

- Coordinate with campaign teams to develop and implement political power building and civic engagement strategies to support campaign goals.
- Implement candidate endorsement processes including scheduling, creating materials, and coordinating sessions.
- Coordinate ballot initiative endorsements and engagement with initiative campaigns.
- Work with Deputy Director of Civic Engagement to plan and execute actions and events in support of EBASE/EBA civic engagement goals. This includes all aspects from location, messages, turn out, materials, speaker prep and follow up.
- Participate in lobby meetings with elected officials in support of EBASE campaigns and in coordination with EBASE campaign teams and coalitions.

- Prepare written materials for civic engagement campaigns.
- Organize and coordinate volunteer recruitment to support mobilization and turn out.
- Media/social media: Working with Communications Manager and Communications Associate, develop and implement media and social media strategies and eblasts that advance voter targeting for civic engagement campaigns.

Internal Coordination and Training:

- Work with Deputy Director of Civic Engagement to coordinate with EBASE teams, including communications, OD, and campaigns, to support alignment and integration of civic engagement strategies with campaign goals.
- Implement trainings for staff, partners and volunteers to participate in civic engagement activities, such as voter registration, door knocking, phone banking, and data management.

Organizational Development and Personal Administration

- Participate in weekly staff meetings, internal trainings, strategic and annual planning, implementation and evaluation.
- Support “all hands-on deck” requests from EBASE campaign teams, including mobilization support, phonebanking, civic engagement, fundraising, and other activities.
- Maintain personal organization systems (files, calendar, and compliance with document retention & destruction policy).
- Complete reimbursements, timesheets and lobbying reports.

Required Qualifications:

- At least 2-4 years demonstrated experience in community organizing, campaign coordination, or related roles, which includes coordinated field activities such as surveys, door knocking, and phone banking.
- Knowledge of civic engagement strategies, community development, and social issues.
- Experience in volunteer recruitment, coordination, and management.
- Familiar with digital tools and social media platforms for outreach and engagement.
- Comfortable, flexible, and interested in organizing a range of constituencies regionally, Oakland and Concord—workers, residents, voters, people of faith, and immigrant communities.
- Excellent communication skills, both written and verbal, with the ability to engage diverse audiences.
- Ability to coordinate multiple projects in a dynamic work environment.
- Flexible and collaborative. Highly relational and able to work among teams and coalitions.
- Self-motivated, accountable to goals and eager to learn new techniques, ideas, and skills.
- Commitment to social justice, equity, and fostering inclusive civic participation.
- Position requires use of an automobile.

Desired Qualifications:

- Proficiency in project management, including planning, implementation, and evaluation.
- Has experience in, interest in, and comfortable with navigating voter data base systems such as VAN and PDI.
- Proficiency in data management and analysis, with a focus on measuring campaign impacts and outcomes.
- Comprehensive understanding of political systems, processes, and dynamics at local, and regional level.

If you don't meet all the criteria above but still feel your experience could be a good fit for the role, please apply. We recognize that candidates who don't check every box can add value to our team.

Work Environment: EBASE fosters a collaborative and relational culture and team-based environment. For COVID safety, currently, EBASE is implementing a transitional period when all EBASE staff are working three days/week in the office and 2 days/week at home. In the future, this position will be based out of the Oakland office. All employees are required to be fully vaccinated.

Compensation: The full-time salary range for this role is currently targeted between \$70,000 – 75,000 with an exact salary depending on experience, with an annual cost of living adjustment, depending on budget. EBASE contributes 3% - 6% of employee salary towards the 401(k)-retirement plan and provides additional benefits valued at roughly \$25,000 per year. It includes fully paid employee health insurance (medical, chiropractic, and acupuncture), generous vacation, sick leave, personal days, holidays, and training and professional development opportunities. EBASE provides an excellent working environment that encourages teamwork and recognizes high-quality work. This position is part of a bargaining unit represented by CWA Local 9415.

To apply, please email cover letter, resume, and 3 references to search@workingeastbay.org
Applications will be reviewed on a rolling basis. The position is open until filled.

EBASE is an affirmative action employer, and strongly supports the social goals of affirmative action. We therefore make special efforts to recruit individuals from groups that are historically under-represented in professional environments, or that suffer from broader societal discrimination.