

IGNITE Bay Area Campus Organizer

About IGNITE

IGNITE is a movement of young women who are ready and eager to become the next generation of political leaders. We offer civic education, exposure to elected women, hands on training and work opportunities, and a peer network of women who support each other's aspirations. We are a national, non-partisan 501c3. IGNITE programs and events are for all cis and trans women, as well as non-binary people who are comfortable in a space that centers the experiences of young women.

IGNITE Structure

IGNITE has a national office that is responsible for:

- Developing and codifying IGNITE programs, packaging them and making them digitally available.
- Developing a national communications calendar (including social media) and managing all communications.
- Developing national partnerships.
- Working in partnership with staff to prepare individual, foundation and corporate proposals.
- Working in partnership with staff to raise individual contributions from supporters across the US.
- Securing corporate sponsorships to support national-scale work.
- Developing annual budgets and managing all agency resources.

IGNITE staff are located across the country and work cross-functionally on regional and content-area teams. While this position reports to the West Coast Program Manager, they will need to maintain positive, collaborative relationships with program staff in other parts of the country and be comfortable collaborating virtually. The Bay Area Campus Organizer will serve on the Programs Team and work in conjunction with state and national staff to advance IGNITE's mission.

IGNITE is on course to grow rapidly over the next 5 years with a strategic focus on expanding our reach to impact thousands more young women each year, and increasing our overall budget to \$10M.

The Bay Area Campus Organizer will be a part-time, temporary position until June 30, 2023. This position is remote, based in the Bay Area of California, and some travel may be required.

THE POSITION:

IGNITE is seeking an experienced Campus Organizer to lead our college and high school programs in the Bay Area. Under the supervision of the West Coast Program Manager, the Campus Organizer is responsible for:

- The recruitment, development and administration of our Bay Area College Programs

including: college chapters, college councils and boards and commissions.

- The recruitment, development and administration of our Bay Area High School Programs including: high school chapters and school site management
- Ensuring a cohort of young women from the Bay Area attend the annual IGNITE the Capitol trip to Sacramento and Bay Area wide events

College Programs

- Develop, create and provide program oversight for the College Council in the Bay Area with a target of engaging 20-30 students from at least 5 universities across the region throughout the academic year
- Coordinate college council programming with direction from the West Coast Program Manager – solicit and secure speakers, trainers; manage logistics for space and food
- Provide bi-monthly communication with College Council
- Help college leaders launch and sustain College Chapters at their prospective campus (i.e. identifying an advisor, two student campus leaders and becoming recognized on campus)
- Visit college chapters at least once a semester to ensure program delivery
- Ensure data collection for program reporting

High School Programs

- Connect with existing high school partnerships in the Bay Area
- Work with school sites to establish or sustain high school chapters
- Provide program oversight at each high school campus
- Ensure data collection for program reporting
- Train students or school site contacts to deliver IGNITE curriculum

National Programmatic Support

- Deliver/support IGNITE programmatic initiatives related to civic engagement, political leadership, alumni network, K-12 licensure and other IGNITE national efforts as it relates to the Central Valley region

CA Events

- Work with statewide programs team for the IGNITE the Capitol trip to Sacramento that brings young women from across the state for a multi-day legislative advocacy training and legislative shadowing
- Work with statewide programs team for the Young Women Run CA regional and statewide conferences (support with planning and bringing young women)
- Serve as a liaison to connect students with local elected officials to develop relationships and observe board/commission meetings
- Leverage the IGNITE model to support young women to apply on local boards and commissions

Other Administrative Duties

- Support IGNITE National as needed
- Support IGNITE fundraising efforts as needed

Qualifications

- Strong relational organizing skills with a can-do attitude to reach high school and college students
- Must have a strong understanding of working within San Francisco, Marin, Alameda and Contra Costa counties
- Bachelor's degree or equivalent experience preferred, degree in public policy, political science, nonprofit management, education or related field a plus
- Prior program experience (2 or more years)
- Prior meeting planning or program admin/coordination experience preferred
- Strong project management skills with prior experience managing complex and/or multifaceted programs with measurable successes and program growth
- Strong communication, administration, organization, coordination and analytical skills essential
- Ability to build and sustain mutually beneficial relationships with multiple, diverse constituents
- Excellent verbal, interpersonal and written communication skills
- Computer literate, fully proficient with MS Office suite, above average knowledge and proficiency with social media applications (Facebook, Twitter, Instagram) a plus
- An affinity for working with a culturally and politically diverse community

Time Commitment and Pay: This is a non-exempt, part-time, temporary position ending on June 30, 2023. Compensation will be \$20.00/hour for a maximum of 20 hours per week. The Organizer will be required to submit a weekly time sheet in accordance with IGNITE's payroll policies.

To Apply: Please send a resume and statement of interest in PDF format to Elizabeth Castañón , Director of Operations, at elizabeth@ignitenational.org.

IGNITE requires all employees to be vaccinated against COVID-19 within 6 weeks of their start date.

IGNITE is an Equal Opportunity Employer. We will consider applicants for positions without regard to any category protected by applicable federal, state or local law, including but not limited to: race, color, religion, sex, national origin, age, physical or mental disability, genetic information, veteran status or uniformed service member status. Women, people of color, LGBTQ people, young people, and members of other historically disenfranchised populations are strongly encouraged to apply.