



115 E 106th St #3, New York, NY 10029

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Digital Organizer

About Community Voices Heard:

Community Voices Heard (CVH) is a member-led, multi-racial organization, principally composed of women of color and low-income families in New York State, that builds power to secure racial, social, and economic justice for all. Founded in 1994 by welfare recipients in New York City working to fight unjust welfare policies, we have since expanded our organization to include working on seminal issues throughout New York State. Our core organizing issues include fighting for truly affordable housing, a just social safety net, access to good jobs, criminal justice reform, immigration reform, and an open, participatory democracy.

For more information, please check out our website at: www.cvhaction.org.

About the Role:

The Digital Organizer's primary role is supporting our small but mighty Communications and Organizing teams. This includes managing our member database and mobilizing our members through digital communications like email, text, and social media. Job responsibilities also include supporting CVH's communications by: growing our digital platforms, creating regular social media posts and other materials, and targeted digital fundraising.

Location: New York, New York. This position can be hybrid-remote or full-time in-person in our Harlem office.

Reports to: Communications Manager

Principal Duties and Responsibilities:

Working closely with the Communications Manager, the Digital Organizer is responsible for:

1. Managing our membership database in EveryAction to support the activities of our organizing team, and managing digital mobilization of our members, including 1:1 texting and text-banking through Hustle.
2. Executing a social media strategy for the organization using a variety of channels (Twitter, Facebook, Instagram, YouTube, LinkedIn and more), coordinating regular posts, creating reports to track progress, and conducting online research to develop strategies that expand the organization's reach.

3. Creating graphics and visually-appealing materials, including event invitations, organizing materials (postcards, door hangers, etc.), organizational materials (banners, t-shirts, etc.), and social media posts.
4. Working collaboratively with various departments to create thoughtful and engaging digital content, digital strategies, and campaigns.
5. Responding to the changing and dynamic needs of a small organization; providing technical insights and solutions as the organization grows and expands.
6. Supporting the organization to initiate a member-based strategy for ongoing communications, donations, and field-building.

Qualifications:

- Excellent attention to detail, with a keen eye for engaging and accessible design.
- Strong communication skills, particularly in crafting concise messages that inspire people to action.
- Willingness to be coached, experiment, and apply lessons learned on the work continuously.
- Experience using databases and digital tools, such as website design systems, mass email systems, customer relationship management (CRM) and voter information databases, Canva, Adobe Photoshop/Illustrator, Zoom webinars, or comparable platforms.
- Ability to coordinate and manage multiple tasks and projects simultaneously, and provide timely and clear updates to supervisors.
- A passion for social justice, the ability to relate to and work with diverse groups of people, and an understanding of the daily challenges faced by low-income people and communities of color.
- Ability to work some evenings and weekends, as needed (approximately 2-3 times per month).
- Fluency in Spanish is a plus.

Compensation:

Salary \$55,000-\$60,000 per year. This is a full-time position with benefits including vacation days, personal days, holidays, medical/dental/vision healthcare coverage, and 403(b) plan.

How To Apply:

Please email a resume and a cover letter detailing your interest in this position and the organization to: jobs@cvhaction.org. As an Equal Opportunity Employer, CVH strongly encourages people of color, women, and LGBTQ individuals to apply. Resumes will be accepted until the position is filled.