



N. Michigan Clerk Engagement Organizer Job Description

Overview

For over one hundred years, the ACLU has been at the forefront of every major civil liberties fight in our country's history. The ACLU of Michigan, founded in 1959, is a nonprofit, nonpartisan, public interest organization dedicated to the defense and expansion of civil liberties and civil rights in Michigan. Whether it's reducing the prison and jail population, achieving full equality for the LGBTQ community, reducing immigration detention, or ending unjust laws that strip people of their fundamental right to vote, we take up the toughest civil liberties issues to defend all individuals from government abuse and overreach. We are a passionate, highly motivated group of lawyers, public policy experts, lobbyists, community organizers, communicators, and fundraisers, and we're looking for exceptional talent to join our team.

This is an incredibly exciting time to join the ACLU of Michigan. We are building a more expansive advocacy infrastructure to increase our effectiveness to eradicate racial and social inequities in Michigan by building power from within the communities most impacted. Applicants must be able to recognize ways our identities intersect and play out in the work, especially with communities we serve, and must demonstrate the cultural competency to work with a diverse team as well as with historically marginalized communities. The ideal candidate possesses the necessary judgment to recognize ways the ACLU of Michigan can listen, understand, engage, and use its resources to create equitable change alongside historically marginalized communities.

Position Description

The ACLU of Michigan seeks a Clerk Engagement Organizer to lead advocacy with local clerks in Northern Michigan. Working with partner organizations and volunteers, the Clerk Engagement Organizer will support relationship building

between community members and local clerks, advance pro-democracy policy reforms that expand ballot access, and remove barriers to voting.

The Clerk Engagement Organizer is part of the Political Department, working on issue-based legislative, electoral, and ballot campaigns through an integrated advocacy format that demands a high level of interdependence and works closely with departments across the ACLU-MI. The Clerk Engagement Organizer will advance our goals at the municipal level through creative organizing strategies and tactics, with a strong emphasis on relationship building. The Clerk Engagement Organizer reports to the Clerk Engagement Program Manager. This is a two-year grant-funded position.

RESPONSIBILITIES

- Mentor strong local leaders by providing guidance, technical assistance, and training opportunities necessary to build effective advocacy teams.
- Nurture and strengthen alliances with communities of color, youth groups, formerly incarcerated people, and communities historically impacted by barriers to voting.
- Identify and participate in local coalitions consistent with the ACLU-MI's values and priorities.
- Ensure that the interests and vision of impacted communities help shape the ACLU-MI's work.
- Collaborate with coalition partners, allies, and ACLU staff, plan and execute community actions and attendance at events (e.g., hearings, rallies, constituent/clerk meetings, phone banks, public education forums, etc.)
- Develop robust communication between volunteers, stakeholders, and staff to ensure effective implementation of programming.

QUALIFICATIONS

- At least two (2) years of experience in community/field organizing and base building for political and/or advocacy campaigns.

- A history of working collaboratively and successfully with people and organizations from diverse racial and ethnic backgrounds and a broad range of ideological positions and religious views.
- Experience putting campaign strategy and tactics for volunteer engagement into practice.
- Exceptional interpersonal, written, and oral communications skills.
- Detail-oriented with reliable follow-through and the ability to work independently and meet deadlines.
- Willingness and ability to travel in-state and flexibility to work weekend and evening hours when necessary.

PERSONAL CHARACTERISTICS

- Committed to advancing the ACLU's values, mission, and campaign goals.
- Able to handle and prioritize multiple activities and tasks.
- Takes initiative and demonstrates follow-through.
- Creative, results-oriented, self-starting, and eager to learn.
- A team player who inspires collaboration and functions decisively and with flexibility; a person who assumes the best from colleagues and who resolves conflicts directly.
- Works productively and conducts oneself with a calm and professional demeanor when dealing with the public and/or difficult situations.

SUPERVISION: The Clerk Engagement Organizer is a full-time position supervised by the Clerk Engagement Program Manager.

Compensation: The salary for this position is \$60,000. Benefits include paid vacation; 100% employer-paid medical, vision, and dental insurance; a 401(k)-retirement benefits plan with employer match; life insurance; and long-term disability insurance.

APPLICATION PROCEDURE

To apply, please submit a detailed letter of interest outlining your qualifications, any other information helpful for our review of your candidacy, and the contact information for three references. We prefer your application in digital form emailed to

openpositions@aclumich.org; please specify **Clerk Engagement Organizer** in the subject line. If necessary, you can mail the application to:

ACLU of Michigan
2966 Woodward Ave.
Detroit, MI 48201
ATTN: Jessica Ayoub -- Clerk Engagement Organizer

The position will remain open until filled. The hiring committee will begin reviewing applications on March 15, 2023. Accommodations will be made to adjust to restricted technology access or to suit candidates' time constraints during the pandemic.

The ACLU of Michigan is committed to providing reasonable accommodation to individuals with disabilities. If you need assistance applying online, please e-mail openpositions@aclumich.org and include "Accommodation" in the subject line. If you are selected for an interview, you will receive additional information regarding how to request accommodation for the interview process.

The ACLU of Michigan is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU encourages applications from all qualified individuals without regard to race, color, religion, sexual orientation, gender identity or expression, age, national origin, marital status, disability, veteran status, record of arrest or conviction and any other characteristic protected by applicable law.

"ACLU of Michigan," as used in this job description, refers collectively to two separate corporate entities, the ACLU of Michigan and the ACLU Fund of Michigan. The two entities share the same mission, office space, and employees.