



Minneapolis Regional Labor Federation

Labor 2024 Election Zone Lead & Data Organizer

JOB TITLE: Zone Lead & Data Organizer

LOCATION: Minneapolis Regional Labor Federation, AFL-CIO
312 Central Ave SE, Minneapolis, MN 55414

DATES: August 12th- November 29th (16 weeks)

WORK HOURS: Full-Time, 40+ hours per week, variable schedule that includes nights and weekends. Accrued paid time off after over 40 hours.

ENVIRONMENT: 50% main office, 40% field and events, 10% remote- schedule shifts throughout election cycle

COMPENSATION: \$1,280 per week

BENEFITS: 32 hours sick and safe time, 3 paid holidays, IRS reimbursed mileage, cellphone stipend

Position Description

The Minneapolis Regional Labor Federation (MRLF) is seeking an innovative, highly motivated, and self-driven Zone Lead and Data Organizer to assist our team with organizing our Labor 2024 election activities. This position will focus on our data systems, internal and external reporting and day to day operations.

Responsibilities

- Manage all data programs including
 - LAN (VAN), MyVoters for accurate and consistent canvass data and list management
 - LAN (VAN) MyCampaign for multi-layered volunteer tracking & volunteer recruitment
 - Creating and managing effective Google Docs and Forms for progress reports, tracking and troubleshooting that are usable by a team
 - Manage and organize a comprehensive document database
- Dispatch field assignments (turf & lists) in a rapidly changing environment using good judgment and decision making skills consistent with overall program priorities
- Provide daily reporting to internal team and MN AFL-CIO
- Communicate directly and efficiently with team members in real time on status of field work and troubleshoot field issues as they arise
- Implement and monitor for quality control in all programs and tracking
- Participate in direct voter contact activities including doorknocking, phone banking and volunteer recruitment
- Support all-team efforts and events

Qualifications

- Strong commitment to organizing and empowerment
- Ability to maintain clear and consistent communication with team members
- Self-starter with a proactive approach to meeting deadlines
- Experience with written communication and data compilation
- Ability to create reports
- Experience working with diverse groups of people with divergent viewpoints
- Ability to handle quickly changing environments and decision making
- Commitment to being a team player that contributes positively to workplace culture
- Technological proficiency including Google Docs, Excel, Google Forms, Google Meet, and Zoom
- Flexibility to work weekends, nights and travel as needed

- Must have reliable transportation

How to Apply

Interested candidates are invited to apply by sending the following documents via email to chelsie@minneapolisunions.org and alfreda@minneapolisunions.org. Applications are accepted on a rolling basis until filled.

Join our team and be a part of our mission to advance social and economic justice for all working people in the community. We look forward to hearing from you.