

Organizer position opening at Bill of Rights Defense Committee

Title: East Region Organizer

Purpose: The East Region Organizer provides technical assistance, including guidance, advice, networking, and other support to BORDC's constituencies – civil liberties activists and organizations in the eastern half of the United States (east of the Mississippi River).

Essential duties and responsibilities:

- Proactive contact with existing and new communities to support local education and debate about the need to protect the civil liberties of U.S. citizens and non-citizens.
- Work closely with constituents to formulate local campaigns and strategies, primarily using telephone and email, but also in-person contact when feasible.
- Translate constituents' needs and areas of interest into web-based materials and downloadable resources.
- Assist in keeping website materials up to date and easily accessible.
- Collaborate with West Region Organizer on action alerts, newsletter articles, and press releases.
- Work with West Region Organizer to organize teleconference discussions and workshops among small and large groups of grassroots volunteers.
- Speak to small and large groups in person and on the radio, and do press interviews about current civil liberties issues and the work of the grassroots.
- Assist in various office tasks – writing and editing materials such as fundraising letters, creating and updating web pages, maintaining one's own computer, and other tasks that arise in a small non-profit office.

To qualify, you must have:

- A minimum of one year of organizing experience
- Knowledge of current civil liberties and human rights issues
- Proven ability to quickly absorb and analyze information and to simplify complex issues for a broad audience
- Ability to establish, maintain and cultivate long-distance working relationships
- Excellent written and verbal skills, including telephone skills
- Experience working with the following or similar computer programs:
 - Microsoft Word for Windows or other word processing program,
 - Excel or other spreadsheet program,
 - Ebase, Microsoft Access, or other database program,
 - Macromedia Dreamweaver or other web editing program,
 - Email and web browsing programs.
- Excellent skills at conducting Internet searches to retrieve reliable information
- Community networking and alliance-building experience

- Attention to detail and accuracy
- Ability to work without direct supervision

To apply for this full-time position:

Please send a cover letter and resume to Meredith Gray, Administrator, via email (Meredith@bordc.org) or mail:

Bill of Rights Defense Committee
8 Bridge Street, Suite A
Northampton, MA 01060

Deadline is Monday, November 20, 2006. No telephone calls please.

The BORDC's mission is to promote, organize, and support a diverse, effective, national grassroots movement to restore and protect civil rights and liberties guaranteed to all U.S residents by the Bill of Rights. Our purpose is to educate people about the significance of those rights in our lives; to encourage widespread participation; and to cultivate and share the organizing tools and strategies needed for people to convert their concern, outrage, and fear into debate and action to restore Bill of Rights protections.

The BORDC is a 501(c)(3) charitable organization.