



POSITION: Organizing Field Manager
JOB NUMBER: 251625
POSTING DATE: August 9, 2016

AGENCY PROFILE: The Mayor's Office of Immigrant Affairs (MOIA) promotes the well-being of immigrant communities by recommending policies and programs that facilitate successful integration of immigrant New Yorkers into the civic, economic, and cultural life of the City. MOIA is one of the lead agencies for IDNYC, New York City's successful municipal ID program, and is spearheading a number of initiatives to expand legal services for immigrant communities, in collaboration with the Human Resources Administration (HRA). The work of the Office cuts across a broad range of issues citywide and MOIA works closely with sister cities around the country to promote innovations in immigrant integration.

RESPONSIBILITIES: The Organizing Field Manager will work in the Mayor's Office of Immigrant Affairs to advance outreach and community engagement, including for the Mayor's signature municipal ID initiative. The City of New York seeks a strong manager for this position and a candidate with experience in community organizing in labor, employment or human rights, urban planning, immigrant/community affairs or related fields. The selected candidate will work closely with the Mayor's Office of Immigrant Affairs, the Human Resources Administration and City Hall to actively outreach to communities and neighborhoods across the City to ensure understanding of IDNYC, additional immigrant initiatives, and connection to city services. Under the supervision of the Organizing Director at the Mayor's Office of Immigrant Affairs, the selected candidate will be expected to help build and implement campaign outreach strategies and plans; train and manage outreach organizers; and activate community engagement and awareness in targeted communities. Duties will also include, but not be limited to, the following:

- Develop and implement community outreach and engagement strategies and work plans for a range of initiatives, with particular focus on immigrants;
- Establish metrics, performance standards, management and organizational processes to ensure that organizers achieve their goals with the highest standards of excellence;
- Train and manage a field team of organizers to reach critical communities and organizational partners and ensure accountability to organizational and campaign standards;
- Communicate campaign goals and expectations to outreach staff;
- Collaborate and coordinate with community-based organizations, religious institutions and key stakeholders to ensure community awareness of and connection to city services and immigrant initiatives;

- Expand our reach to immigrant communities by managing a team of outreach organizers and disseminating education and outreach materials into target neighborhoods;
- Educate key partners and community-based organizations on the range of city services and initiatives available to their constituents and provide training on enrollment and access to expand the effectiveness and reach of programs in immigrant communities;
- Attend community meetings and events to promote IDNYC, connection to city services and immigrant initiatives, and identify community issues and concerns;
- Identify and maintain a network of community leaders that will help advise and execute our programs in the community;
- Organize and manage communications to respond to inquiries from external stakeholders about IDNYC and other immigrant initiatives ;
- Provide feedback and analyses as to effectiveness of campaign outreach tactics; and
- Analyze and utilize data to identify strategic targets and track the progress and effectiveness of the team's work.

QUALIFICATIONS

- At least 5 years of experience in advocacy and issue campaigns, and at least 2 years in a supervisory role;
- Experience managing, training, and inspiring high performing outreach staff;
- Strong knowledge of and network across New York City, particularly with immigrant and other vulnerable populations and community based organizations;
- Campaign management experience;
- Excellent organizational skills, including strategic planning;
- Ability to communicate in a clear and concise manner, both verbally and in writing;
- Highly professional demeanor;
- Ability to demonstrate fundamentals of effective strategies to establish realistic objectives, maintain momentum, and evaluate progress;
- A track record of effectively handling multiple priorities;
- Proven ability to deal with a diverse constituency and work productively under pressure, both as an individual and part of a team;
- High level comfort with data-driven analysis, and skills necessary to present data and trends in a useful manner; and
- Excellent critical thinking and strategic planning skills with the ability to set priorities and hold staff accountable for outcomes.

The Organizing Field Manager will report to MOIA's Organizing Director.

Bilingual or multilingual preferred.

COMPENSATION: Salary is \$70,000 DOE with excellent benefits.

TO APPLY: <https://a127-jobs.nyc.gov>

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New York City Residency is Required Within 90 Days of Appointment**