Make It Work Nevada is hiring an Ambassador Coordinator.

Job Type: Full time  
Salary: $35,568

Make It Work Nevada  
Make It Work Nevada was born out of the national Make It Work Campaign. The national campaign had a presence in multiple states with the purpose of organizing women of color around kitchen-table/economic issues such as affordable childcare, paid family leave, paid sick days and pay equity. When the national campaign sunset in 2017, we became a sole state-based entity: Make It Work Nevada. While Make It Work Nevada has maintained the core tenants of the national campaign, the organization now centers it’s work and organizing around the experiences and challenges of Black women and women of color.

Job Summary  
The Ambassador Coordinator position is an entry point to community organizing and activism. They will cultivate intentional relationships with community members that move them to consistent civic engagement.

Role of the Position  
The role of the Ambassador Coordinator is to understand the importance of building relationships and cultivating leadership within the community for long-term positive change. They will be involved in organizing around economic, racial and reproductive justice related issues. The ideal candidate will have a passion and drive for equity for working families, especially Black people and other people of color. They are someone who is solutions oriented but also has the ability to adapt quickly to changing situations. This means they are a strong collaborator who is also self motivated, resourceful and creative. The right candidate must be confident, self-assured, patient and have a good sense of humor. The successful candidate will develop cross-applicable professional skills by working with other departments within the organization. However, this position directly reports to the Organizing Manager.
ESSENTIAL DUTIES & RESPONSIBILITIES
- Complete assigned readings pertinent to organizing principles.
- Conduct research on a wide array of issues.
- Participate in life skills coaching and personal development curriculum.
- Participate in meetings and brainstorming sessions with internal staff, Make It Work Nevada Ambassadors and partner organizations.
- Plan and assist with staple Make It Work Nevada outreach events (KTC’s, Rent Parties, pop-up events, etc.).
- Attend community events as a representative of Make It Work Nevada.
- Complete assigned training with software/applications used for community organizing.
- Identify, organize and cultivate new volunteers and Ambassadors to long-term engagement and civic involvement.
- Provide support to the Organizing Manager on active projects and organizing activities.

OTHER DUTIES & RESPONSIBILITIES
- Lend support to other departments within the organization.

EDUCATION & EXPERIENCE
- A high school diploma or GED is required.
- A Bachelor's degree with an emphasis in communications, political science or other social sciences is a plus.
- Experience in creating and implementing campaigns is beneficial.

SKILLS & QUALIFICATIONS
- Ability to lead group projects or presentations
- Knowledgeable in G-Suite web applications
- Knowledgeable in Microsoft Office suite (Word, Excel, Powerpoint, etc.)
- Working knowledge of social media platforms (i.e. Tik Tok, Facebook, Instagram, etc.)
- Excellent interpersonal skills (one on one and group dynamics)
- Strong writing skills
- Excellent organization and time management skills
- Ability to work evenings and weekends
BENEFITS
Make It Work Nevada offers health insurance that includes medical, dental and vision benefits that begin on day one. Employees also earn paid leave and paid sick days.

PHYSICAL REQUIREMENTS
Occasionally the candidate will be required to be outside for an extended period of time when attending (or performing) community outreach events (or activities). In addition, the candidate should be able to lift boxes/containers up to 25lbs. The candidate may also be required to travel within the United States (up to 10% of the time) to attend applicable professional development training or conferences.

WORK ENVIRONMENT
Due to the pandemic remote working may be required.

APPLICATION DETAILS
Submit a letter of interest, a detailed resume listing qualifications and experience, and the names, addresses, and telephone numbers of at least three professional references who may be contacted. Applicants should fully describe their qualifications and experience, with specific reference to each of the minimum and preferred qualifications. Review of candidates’ materials will begin on March 5, 2021 and best consideration will be gained for materials submitted prior to that date. Materials should be addressed to the Political Director, Quentin Savwoir, and submitted via email at info@makeitworknevada.org. Please include “For Consideration for the Ambassador Coordinator” in the subject line.

Make It Work Nevada is an equal opportunity employer; people of color and individuals from diverse backgrounds are encouraged to apply. Make It Work Nevada does not discriminate on the basis of race, color, national origin, citizenship status, ethnic background, religion, political orientation, gender, sexual orientation, gender identity, age, disability, or any other protected class.