

## **Kansas Coalition against the Death Penalty (KCADP)**

### **Position of Regional KCADP Organizer (full time)**

#### **JOB DESCRIPTION**

5/3/12

Purpose: The KCADP Regional Organizer will further the mission of KCADP, which is to abolish the death penalty in Kansas. In particular the Regional Organizer will help strengthen the movement against the death penalty by means of outreach, education, lobbying assistance, office support, and related activities. This position is Topeka based.

#### **Duties and Responsibilities**

##### ***Authority***

*The Regional Organizer will:*

- \* Implement general policies and decisions of the KCADP Board of Directors, as amplified and interpreted by the Board's Executive Committee and the KCADP Chair
- \* Work with substantial independence under the general supervision of the Chair, or under a supervisor designated by the Chair
- \* Prepare activity and status reports for the Board of Directors and attend Board Meetings.

##### ***Direct responsibility for organizing and office support***

*In conjunction with KCADP staff, the Regional Organizer will:*

- \* Assist in the design and implementation of grassroots strategies to identify and mobilize:
  - Topeka and other key areas of the state, as identified in legislative strategies
  - Communities such as faith, social justice, and legal communities, and ethnic minority groups
  - Non-partisan organizations such as civil liberties groups and other relevant organizations opposed to use of the death penalty in Kansas
- \* Develop and implement strategies for attracting and utilizing volunteers to assist in KCADP activities
- \* Respond to telephone and e-mails or other written correspondence related to regional organizing, or refer same to the appropriate person within the organization.

***Shared responsibility for coordination and volunteer support***

*The Organizer will assist KCADP staff to:*

- \* Develop and implement strategies for advancing the legislative agenda of KCADP
- \* Develop educational and outreach materials for KCADP's use, including packets, letters, flyers, articles, brochures and other documents in support of the death penalty abolition effort
- \* Assist in organizing and setting up KCADP meetings, fundraising events or other events
- \* Perform other activities as assigned.

**Experience and Qualifications**

*The successful candidate will have:*

- \* A strong commitment to abolishing the death penalty
- \* Experience with grassroots organizing, coalition-building and/or outreach education
- \* Excellent written and oral communication skills
- \* Competent computer skills including word processing and e-mail
- \* Ability to work independently, multi-task, and see projects through to completion
- \* Ability to accept direction via telephone and email contact
- \* Attentiveness to detail and a strong work ethic
- \* Ability to work with varied individuals and groups
- \* Willingness to travel within the state and maintain a flexible work schedule
- \* A driver's license, current auto insurance, and access to use of an automobile
- \* Ability to be bonded.

***Qualifications that are desirable but not required include:***

- \* A bachelor's degree
- \* Experience with press relations

\* General knowledge and awareness of criminal justice issues.

**Working conditions**

***The Regional Organizer will be:***

\* Paid commensurate with experience and qualifications

\* Reimbursed for travel and out-of-office telephone expenses

\* Officed in Topeka

\* KCADP finances do not permit fringe benefits at this time.