

Civic Engagement Organizer:
Disability Community of SW PA

Keystone Progress Education Fund (501c3) and Keystone Progress (501c4) are independent, nonpartisan non-profits that envision a world where progressive power in our communities has dismantled root causes of oppression, where equity and inclusion are the norm, and where empowered and engaged citizens fully participate in our democracy.

The Civic Engagement organizer will play a key role in KPEF/KP's community outreach to the disability community in the 10 SW counties of Pennsylvania. This role will inform the public, advance organizational priorities, and inspire action through a combination of daily updates and collaborative, long-term projects, and campaigns.

Key Job Responsibilities:

- Cultivate and sustain relationships with community members, community partners and institutions, and key stakeholders;
- Help to identify, develop and support community leaders;
- Coordinate Story collection activities;
- Develop advocacy skills and strengthen capacity of community members to work with KPEF;
- Develop and carry out community-based asset mapping efforts;
- Support consensus building among community members, project partners, and stakeholders; and .
- Represent KPEF at various community events, and meetings; both in-person and virtual
- Develop and manage a detailed project schedule and work plan;
- Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress;
- Create and maintain comprehensive project documentation;
- Serve as a credible source of knowledge and information to community members who desire to be more involved and educated in disability voting rights and access;
- Coordinate meetings, events and activities that build our organizing work like day of action, training, public hearings, submitting testimony, constituent meetings and other activities;
- Work collaboratively with organizations providing resources, outreach, and education;
- Utilize online organizing tools and social media;
- Other duties as assigned by the Executive Director.

Job Requirements:

- Belief in community organizing as a means to improve community development;
- Commitment to social justice and KPEF's mission;
- Experience working in the disability community and/or voting rights work;
- Excellent communication skills;
- Previous outreach/organizing experience preferred
- Knowledge of the social and medical models of disabilities or willingness to learn

This is a full-time, remote position. Candidates based in Western PA are preferred, but candidates from other regions in the United States are welcome to apply.

We highly encourage those with lived experience in the disability community to apply. KPEF is an Equal Opportunity Employer.

Salary: \$55,000 per year

Reimbursement for healthcare, stipend for internet and phone.

Start date: as soon as possible

If you are interested in this position, please submit an email of your inquiry along with a resume to laura@keystoneprogress.org with the subject line: Community Organizer Position