

Job Description: Campaign Coordinator

As a Campaign Coordinator you will work with the Director of Campaigns to design and deliver effective campaign tactics that build our people-powered movement and win campaigns.

We're looking for someone with proven abilities to use technology creatively (mass email, CRM tools, digital marketing) with brilliant visual and written communications skills (media stunts, social content and top-notch copywriting). You will help organise kickass campaign actions and logistics, from petition deliveries to public meetings.

You'll probably have 1-2 years relevant experience, but this doesn't necessarily need to be in a NGO or digital campaigning. You do need to be able to convince us that you've got the ability to pick tech skills up quickly.

Location: Flexible for the right candidate who is happy to work remotely. We currently have small offices in Auckland and Wellington so if you like working from an office with others, you'd need to live there.

Hours: Approximately 30-40/hrs week depending on availability. The job is often driven by a campaign cycle, so there are times that involve long hours and times that don't. Our culture recognises both the needs of campaigns and the need for rest and for our staff to have a life.

Salary: Between \$45-55k pro rata, depending on experience.

| Responsibility | Details |
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| Campaigns | <ul style="list-style-type: none"> ● Stays abreast with news and issues with a variety of perspectives. ● Able to identify an issue or a moment where a campaign can be progressed. |
| Technology | <ul style="list-style-type: none"> ● Deliver high-quality digital actions for ActionStation members and use your creativity to design inspiring and impactful journeys for ActionStation members – from signing a petition through to registering for an offline event. |
| Communications | <ul style="list-style-type: none"> ● Write emails – quickly and effectively – to send to thousands of ActionStation members. ● Create, edit and publish other online content such as blogs and social media posts. |

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| Logistics | <ul style="list-style-type: none"> ● Can coordinate tactics such as direct actions, media stunts, local trainings, rallies etc. ● Can get permissions, organise venues, arrange for props and costumes to get made, pull together training agendas, organise food, manage people’s participation, do crowd control etc. ● Can keep track of all expenses made and expense them. |
| Creative | <ul style="list-style-type: none"> ● Will throw out crazy out of the box ideas for campaigns, strategy and tactics. ● Will find new ways of analysing ideas and coming up with solutions. ● Ensure ActionStation campaigns have visual and creative impact both on and offline. |
| Gets shit done | <ul style="list-style-type: none"> ● Has a go getting attitude to get things done no matter what the circumstances. |

| Personal Qualities and Qualifications | |
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| A self starting individual with experience in at least some of the following areas: campaign strategy, communications, digital marketing, organising, public policy analysis, public relations, government relations, and digital campaigning | Essential |
| Professionalism, efficiency and results-oriented delivery on short timelines | Essential |
| The ability to multi-task and thrive in an organisation where our campaign priorities change with the news agenda | Essential |
| The ability to get to grips with complex logistics and campaign plans | Essential |
| A willingness to take risks, fail and adapt | Essential |
| Fantastic teamwork skills and the ability to work quickly and collaboratively | Essential |
| The ability to get to grips with a new campaign area without getting lost in detail | Essential |
| Politically independent and unaffiliated | Essential |
| Can be trusted to manage and maintain confidential information | Essential |

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| Optimistic and hungry for a challenge | Essential |
| Committed to the possibilities of achieving social and political change in New Zealand and believes in ActionStation as one of the vehicles for that change | Essential |
| Follows up, doesn't need to be followed up | Essential |
| Will finish assigned tasks on time, and if there is a problem will inform a Director immediately | Essential |
| Social media savvy, and up with the latest tech opportunities | Bonus |
| Experience with content management systems and digital campaigning and organising platforms | Bonus |
| Graphic design skills | Bonus |
| Experience working in a remote environment | Bonus |
| Experience coordinating a small team in a paid or volunteer capacity | Bonus |
| Ability to sometimes work on a flexible schedule | Bonus |