



Let's Grow Kids Field Manager & Parent/Caregiver Organizer

About Let's Grow Kids

Let's Grow Kids is a statewide movement to make Vermont the best place to raise a family and our mission is to ensure affordable access to high-quality child care for all Vermont families by 2025. We work with business, education and health care leaders, elected officials and local communities to build a high-quality child care system and our network of over thirty thousand supporters includes dedicated volunteers who advocate for increased public investment in child care to make it affordable for Vermont families.

Our culture is dynamic, fast-paced and driven by these core values:

- **Commitment to Children:** We believe that investing in the wellbeing of children birth to five is a catalyst for positive social change.
- **Inclusion:** We are building an organization, movement and system that promote equity and diversity.
- **Collaboration:** We support each other and our partners to realize shared success.
- **Agility:** We adapt readily to our environment to ensure we're in the best position to achieve our goals.
- **Strategy:** We take a focused, coordinated, data-driven approach to achieving our goals.
- **Transparency:** We are intentional about sharing clear and timely information about our work, priorities, mission and values.

Role of the Field Manager & Parent/Caregiver Organizer

Let's Grow Kids (LGK) seeks an energetic, motivated, relatable individual to organize and activate supporters—with a particular focus on parents and caregivers—across Vermont to accomplish our mission.

The primary role of the Field Manager and Parent/Caregiver Organizer is to engage Vermonters across the state to become stronger advocates and to take action on behalf of young children. Working among a team of Field Managers under the supervision of the Field Director, this position will recruit and train volunteers—with a particular focus on parents and caregivers—to plan and run events, develop leaders and track engagement in our database system. The Field Team is organized in North, South and Chittenden regions. This position will coordinate volunteers as part of the southern team and will have a statewide parent organizing focus, requiring extensive in-state travel, including nights and weekends. This work is highly collaborative and coordinated with LGK's Policy, Programs, Communications, Business Strategy and Health Care Strategy departments.

Responsibilities

The position responsibilities include:

- Engage current volunteers in their advocacy development, supporting their outreach activities by delivering materials, conducting one-on-one or small group trainings, and coordinating logistics, in order to cultivate strong supporters and leaders of the movement.
- Recruit volunteers via phone and email to support priority campaign initiatives and activities, such as contacting legislators, letter-to-the-editor campaigns, direct action events, volunteering at events or phone banking.
- Identify and recruit parent supporters statewide through campaign outreach activities and train and support them to become organizers and leaders of the movement in their communities.
- Support LGK Action Team leaders in planning meetings and events, sending out monthly Action Team agendas and other calls to action.
- Collaborate with internal and external partners to plan, co-create, conduct and participate in important regional outreach events such as community forums, public speaking opportunities, door-to-door conversations and online activities.
- Support planning parent-specific events, media events, meetings and trainings by delivering materials, coordinating logistics and offering brief presentations about LGK's strategy.
- Support Communications Team in the drafting of materials, documents and tools to support parents in taking action for early childhood.
- Support Policy Team and Communications Team in recruiting parent and family voices when needed to take action such as legislative advocacy, testimony and story collection.
- Accurately track and report on engagement of supporters and volunteers in our database.
- Meet quarterly and yearly benchmarks and goals.
- Additional duties, as assigned.

Qualifications

A well-qualified candidate will possess the following:

- Interest in and passion for LGK's mission.
- Experience with community organizing.
- An understanding of the challenges Vermont's child care crisis presents for parents.
- Ability to listen well, communicate and relate to others personally and professionally.
- Ability to motivate and lead others to take action.
- Effective verbal and written communication skills, including speaking and presentation skills.
- Highly self-motivated, detail and goal-oriented.
- Experience working in a team environment and ability to work independently.
- Proficiency with basic software—Word, Outlook, Excel, SharePoint—and ability to learn new software and database management skills.

- Interest in and ability to work across diverse cultures and constituencies and participate actively in the organization's diversity and equity efforts.
- Demonstrated ability to work well under pressure and manage work with shifting priorities and tight deadlines.
- Access to reliable transportation and availability for frequent travel across Vermont, including nights and weekends.
- Able to lift and carry materials up to 30 lbs.

Location

This full-time position requires some desk work during regular office hours within a collaborative, open-office environment at the LGK headquarters in Burlington, Vermont.

Compensation

Salary range is \$50,000–\$53,000 plus a competitive benefits package that includes paid family leave and contribution to child care costs.

To Apply

Please send cover letter and résumé to helen@letsgrowkids.org or Let's Grow Kids, 19 Marble Ave, Suite 4, Burlington, VT 05401 by February 11, 2019.

Let's Grow Kids is an equal opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, religion, gender, gender identity, sex, age, marital or civil union status, national origin, ancestry, sexual orientation, place of birth, citizenship, military or veteran status, HIV status, genetic information, disability or any other legally protected status as defined and required by state and federal laws.