

Delaware Campaign to End Debtors' Prison (CEDP) has an immediate opening for a **part-time Campaign Manager**. CEDP is a coalition of Delaware community members pushing **for reform of the court fines & fees system and seeking to eliminate poverty as an element of criminal punishment**.

The position is new and will be the only paid position of CEDP. Employment will be through Network Delaware and the work will be directed by the volunteer CEDP Co-coordinators.

Approximately 10 hrs/wk, \$40/hr, flexible hours, work from home. Position is grant-funded for 1 year with potential opportunity for renewal.

Goals for the Position

- **Assist and manage the CEDP in order to make sure its operations are efficient.**
 - A weekly check-in meeting with leadership.
 - Daily check-ins with volunteers.
 - Send communications on behalf of CEDP, and manage internal organization infrastructure.
- **Manage volunteer teams to ensure they are staying on task and taking on necessary work.**
 - Develop working relationships with volunteers.
 - Give direct asks to volunteers, and frequent follow ups.
- **Coordinate different aspects of the CEDP.**
 - Screen and analyze data from like-minded organizations, so that it can be communicated properly.
 - Synthesize information so it can be condensed into educational one-pagers, website content, and social media posts.
- **Develop your own interests and strengths.**
 - The best organizers are self-starters, who can apply their existing skills to broad goals. Examples include people with proficient data, writing, graphic design, or organizing experience.

Required Skills and Duties

- Commitment to civil rights, racial justice, and justice reform
- Commitment to our mission and vision
- Comfortable collaborating with a team of volunteers (i.e. adept at herding cats).
- Work independently or in a team environment as needed.
- Strong sense of professionalism, including ability to manage multiple deadlines
- Self-starter with ability to develop a work plan and stay on schedule and on budget.
- Multi-task, with ease.

- Strong people skills, including experience working with diverse populations.
- Communicate effectively (verbal and written).
- Creative problem-solving skills.
- Excellent organizational skills.
- Working knowledge of MS Office, Google drive and the Google platform.
- Working knowledge of social media platforms, including Facebook and Instagram.
- Experience or background with Action Network, social media platforms, and/or Canva or other graphics programs a plus.
- Experience or background with legislative advocacy and/or organizing a plus.

Interested candidates should contact lynne@kielhorn.us with their resume and a one page cover letter detailing why you believe you are a good fit for the position. Please use the subject "**Campaign Manager Position**".