



## **Job Description: Tampa Bay Lead Organizer**

### **About CLEO:**

The CLEO Institute is a 501(c)(3) non-profit, non-partisan organization exclusively dedicated to climate change education, engagement, and advocacy. The Tampa Bay Lead Organizer will manage the Tampa Bay Organizing Team, overseeing organizers and interns. Responsibilities span recruitment, campaign planning, event coordination, and community engagement. They will train new organizers, conduct regular alignment meetings, and ensure effective use of membership data. The role involves planning and executing public education, voter engagement, and policy events.

### **Responsibilities:**

#### **1. Manage the Tampa Bay Organizing Team & Support Chapter Growth**

- Manage organizers and interns in Tampa Bay.
- Help staff and volunteers with chapters execute tasks, such as hiring staff, utilizing our supporter database, building coalitions, engaging school staff, campaign planning, tracking hours, organizing events, recruiting members, and more.
- Hire, train, and manage new organizers as needed.
- Conducting weekly one on one (1:1) and regional meetings to ensure that the chapter members are on the same page and expectations are clear

#### **2. Track local engagement and data in EveryAction**

- Learn EveryAction (our supporter database) and be able to troubleshoot data management issues faced by Tampa Bay staff and volunteers.
- Create various scripts, forms, lists, and activist codes in EveryAction to accurately track the Organizing Team's engagement and actions taken by CLEO supporters in Tampa Bay.
- Keep track of deliverables, such as meeting attendance and completed shifts.

#### **3. Help Plan and Execute Organizing, Political, and Policy Events**

- Support the planning and execution of various public education, voter engagement, meetings with elected officials, and supporter mobilization efforts across Tampa Bay.
- Stay engaged in Tampa Bay's politics by monitoring events and participating in commission meetings, as an attendee and an organizer of speakers.



#### **4. Lead Tampa Bay's Voter Engagement Program**

- Work with the Director of Campaigns and Policy to create a volunteer-powered voter mobilization plan for Tampa Bay that includes phone banking, text banking, door-knocking, community organizing, and other tactics to identify and mobilize voters for local and statewide elections.

#### **5. Assist in the Planning and Execution of Various Organizing Projects to Support CLEO's Educational and Engagement Work in Tampa Bay.**

- Support the Organizing Team and the Director of Campaigns and Policy with various yet-to-be-determined projects related to CLEO's legislative and electoral engagement in Tampa Bay.
- Coordinate with CLEO managers with miscellaneous advocacy and environmental education opportunities.

#### **6. Participate in regular check-in and planning meetings.**

- Participate in weekly meetings, such as the weekly all-staff meeting and GenCLEO team check-ins.

#### **Preferred Qualifications:**

- Third or fourth year on campus
- Highly involved in student organizations around USF's campus
- Excellent time management skills
- Excellent communication skills (written and verbal)
- Previous organizing experience
- Highly skilled with social media
- Understanding of the climate crisis and its policy solutions
- Bilingual in Spanish and/or Creole

#### **Compensation:**

This is an independent contractor position. Compensation is \$18 per hour for between 25 to 30 hours per week.

#### **How To Apply:**

Please submit a resume & cover letter explaining how your current involvement on campus makes you the best candidate to help build a youth climate justice movement in Tampa Bay. Applications will be reviewed as they are received until the position is filled. Please send your application to [phoey@cleoinstitute.org](mailto:phoey@cleoinstitute.org) and [rmaguire@cleoinstitute.org](mailto:rmaguire@cleoinstitute.org).