



## Job Description - 8/22/2011

**I. TITLE: Political Action Coordinator**

**II. SUMMARY**

The Political Action Coordinator is responsible for educating, coordinating, and mobilizing nurses for grassroots action in order to advance association goals and objectives.

**III. DUTIES**

Duties and responsibilities shall include, but not be limited to:

1. Develop strategies and materials to educate nurses about the political process, coordinate and mobilize nurses for grassroots action.
2. Identify and create a database of nurses in each legislative district to lobby and volunteer in political campaign efforts.
3. Conduct in-person and phone meetings with members to build relationships and develop grassroots advocates
4. Recruit WSNA members to attend hearings, rallies, and coalition partner lobby days in Olympia. Plan and coordinate turnout to public events, trainings, and forums.
5. Contact/recruit and provide logistical support for nurses to testify at hearings and lobby legislators in Olympia.
6. Assist in drafting legislative and election action alerts and updates for newsletters, WA Nurse, and WSNA website.
7. Document stories from nurses on impact of legislative proposals
8. Lead phone banking and door-to-door outreach efforts to engage members and new activists
9. Assist in the WSNA-PAC Board's activities including the candidate endorsement process.
10. Coordinate and assist in candidate interviews with members and turn out volunteers for targeted races during election.
11. Develop and implement a plan and activities to raise funds for WSNA-PAC through special events and other activities

12. Maximize attendance and assist in the planning of the annual Nurse Legislative Day.
13. Attend coalition meetings and serve as WSNA liaison in coordination with the WSNA Senior Governmental Affairs Advisor.
14. Coordinate with coalition partners and campaign staff on priority legislative and political campaigns.
15. Develop and present education workshops related to grassroots advocacy.
16. Works collaboratively with all WSNA staff to advance association goals and objectives.
17. Other duties as assigned.

#### **IV. TRAVEL REQUIREMENTS**

- Frequent travel to Olympia during the Legislative Session.
- Frequent travel throughout the State to meet with members.

#### **V. ACCOUNTABILITY**

The Political Action Coordinator reports to the Assistant Executive Director of Governmental Affairs and Operations. Work assignments are accomplished under the lead of the Senior Governmental Affairs Advisor.

#### **VI. QUALIFICATIONS:**

- Bachelor degree required. Registered nurse preferred.
- Minimum 3 years experience in volunteer development, political or union organizing, public policy, or related field.
- Knowledge of legislative, regulatory, and election process required.
- Excellent writing, public speaking, and strong, proven interpersonal skills; proven ability to communicate effectively internally with other staff members and externally with members and public officials.
- Demonstrated ability to motivate and mobilize volunteers.
- Must be a self-starter with the ability to handle multiple priorities and organize the workload accordingly.
- Attention to detail, accuracy and thoroughness of work are essential.
- Proficient in word processing, e-mail, and presentation graphics applications (Excel, Outlook, PowerPoint, Microsoft Word).

#### **VII. JOB CLASSIFICATION**

The Political Action Coordinator is included in the Program Specialist job classification and is subject to the WSNA-Teamsters Local #117 Contract provisions.