



NOCS Campaign Coordinator -- Job Description

About Us

[The New Orleans Complete Streets Coalition](#) is a group of organizations, businesses, civic leaders, and community members who support improving our roadways and safe transportation options in order to enhance health, equity, sustainability, prosperity, and quality-of-life for the people of New Orleans.

We believe in constructing streets in a way that best accommodates all people safely and easily, no matter how they travel – whether driving, walking, biking, taking transit, and/or using mobility-assistance devices.

Position Summary

This position works closely with the NOCS campaign team, consisting of the campaign manager, project manager, and other campaign coordinators, in building public support for [the benefits of Complete Streets](#) and the new [‘Moving New Orleans’ low-stress bikeway network](#). In particular, the Campaign Coordinator will primarily be responsible for grassroots organizing, volunteer recruitment, expanding the Coalition’s presence in the community.

Primary Job Responsibilities

Grassroots Outreach

- Conduct residential outreach via door-to-door canvassing, along and adjacent to streets scheduled for new bike network improvements this year, especially in communities most impacted by mobility challenges, health disparities, and economic disinvestment
- Speak about the benefits of Complete Streets and improved mobility to various groups - from church and civic organizations to businesses and government officials

Volunteer Coordination

- Recruit and develop volunteer leaders - primarily for canvassing and phone-banking
- Support and manage volunteer leaders
- Coordinate and facilitate training on the benefits of Complete Streets and the campaign
- Mobilize volunteers to engage various communities at events and public meetings



Grow the Coalition

- Outreach to organizations and businesses to enlist new *members and supporters* for the New Orleans Complete Streets Coalition
- Engage with various existing coalitions to actively understand and support the full range of community issues

Support other activities such as:

Administration

- Maintain timesheets, expense records, etc according to NOCSC protocol
- Participate in all staff activities and team-building

Communications

- Social media posts in support of campaign events, in conjunction with Communications Coordinator

Other Tasks As Needed - NOCSC staff will infrequently assist our coalition partners in work which may fall outside official duties

Desired Skills and Qualifications

- Personal passion for expanding and improving biking, mobility, health, and equity for residents of greater New Orleans
- Commitment to leadership development, community building, and community organizing as strategies for social change
- Ability to take initiative, learn new skills, and seek out appropriate support and training
- Experience in community organizing/advocacy, with a preference for work in New Orleans
- Basic understanding of the biking and mobility landscape in and around New Orleans
- Demonstrated success working collaboratively with and reporting to a supervisory team
- Excellent communication and interpersonal skills, including an ability to communicate complex issues simply and concisely
- Highly organized with the ability to set priorities, develop work schedules, monitor progress towards goals, adjust, innovate, and track details and activities



- Ability to travel to meet with partners and community members
- Skilled in meeting facilitation and comfort with public speaking
- Ability to work flexible hours
- Spanish speaking is a plus

Hours and Compensation

This is a part-time position, estimated at between 20-30 hours a week. Rate ranges from \$15 - \$17. Participation in weekly campaign meetings is expected. All travel in a personal vehicle will be reimbursed at \$.50 per mile. Expenditures for related materials must be approved.

Supervision and Support

The Campaign Manager oversees this position, including evaluation, compensation, and other administrative aspects. NOCSC creates a collaborative, fast-paced, and supportive work environment with many opportunities for learning from colleagues and peers. There will also be occasional professional development and training. We value all people and maintain a welcoming space where everyone can bring their full selves to work. The Campaign Coordinator will have access to a small, shared, open office space shared with another non-profit. Most of the work will happen at home or “in the field” across the east bank of New Orleans.

How to Apply

To apply, submit a cover letter and resume to Campaign Manager, Rob Henig Bell, at info@nolacompletestreets.org with “Application for Campaign Coordinator” in the subject line. We are looking for someone to start immediately and will be interviewing qualified candidates as their applications are received.

New Orleans Complete Streets Coalition is an equal opportunity employer. We encourage all persons to apply for this position regardless of race, color, ethnicity, national origin, marital status, sexual orientation, gender identity, disability, sex, age, or political affiliation.