



Candidate Cheat Sheet for ACLU-NC Regional Field Organizer

Apply [Here](#) – Deadline is December 13, 2019

THE OVERVIEW

Are there any requirements I need to have before I apply for this role?

Yes - While candidates are not expected to have all of these, our strongest candidates will see themselves in more of these descriptions than not.

- **You are entrepreneurial and comfortable with ambiguity.** You enjoy the flexibility of designing your day and having it look entirely different from the day before. You feel most comfortable in fast-paced environments that force you to rely on your intuition. You may care more about outcomes than process which prevents you from being bothered when you have to work some evenings and weekends.
- **You get your energy from people.** You consider yourself a networker and someone others can rely on. You consistently show up in your community and others rely on your ability to bring people together around actionable goals. You have the

ability to build deep relationships quickly and use them to achieve strategic goals.

- **You are a skilled communicator and relator.** You communicate with ease and rarely commit errors. You balance effective communication with a touch of southern charm. You listen to learn, rather than to respond, and are especially adept at picking up on unspoken details and nonverbal cues. You excel at distilling complex ideas down into easily digestible formats.
- **You are deeply committed to preserving everyone's civil rights and civil liberties.** You are committed to the mission, priorities, and organizational values of the ACLU-NC and appreciate that equity and inclusion are essential to the quality and lasting impact of our work.

What can I expect as part of the interview process?

We know how busy you are, so we designed a transparent interview process that values your time and maximizes our efficiency. The interview will consist of five (5) key steps that are clearly articulated so you know what to expect and when. We are committed to keeping you informed about the status of your candidacy throughout each stage of the process. Now is a great time to block out time on your calendar so that if you advance through our process you are cleared to participate fully. Please be sure to note on your application if you have any conflict (travel plans, etc...) that may conflict with these dates:

Date	Event	Candidate Time Investment
December 13, 2019	Deadline to apply for Regional Field Organizer role. Complete google form questions and send resume to policyhiring@acluofnc.org .	30 – 60 minutes
December 16, 2019	You'll find out if you're advancing to a phone screen	
December 17 – 20, 2019	A 30-minute phone screen with ACLU-NC staff	30 minutes
December 23, 2019	You'll find out if you're advancing to the final interview.	
January 8 – 10, 2020	Final in-person interview day	Please block this day on your calendar. Interviews will be approximately two (2) hours.
January 13 – 17, 2020	Reference checks	
January 24, 2020	Offer made	

Can you tell me more about who the ACLU-NC serves?

The ACLU-NC serves all North Carolinians. We are a non-partisan, nonprofit organization that works in courts, the General Assembly, and communities to protect and advance the constitutional rights of everybody. With a national network of offices and nearly 30,000 members and supporters across North Carolina, we take up the toughest civil liberty fights. Beyond one

person, party or side – we the people dare to create a more perfect union.

What are some of the challenges I will encounter in this role?

Our organizing work is in its infant stage, so you will need to be entrepreneurial. Further, you are filling the role once held by Kristie Puckett-Williams, our Statewide Campaign for Smart Justice Manager, and many people may want to continue working with her. You will have to come in and establish relationships with key players and build trust within the community. You will have to be self-confident and exceptionally strategic.

What are the greatest opportunities for impact in this role?

You will have the opportunity to do deep, meaningful work in a community that both needs and desires the assistance. Further, you will have the opportunity to work with partner organizations that share your passion and greatly expand your network in this sector. Lastly, you will have the opportunity to be a thought leader and influencer amongst the 53 affiliates of the ACLU as we grow our organizing work.

What hours will I work?

You can expect to work a standard 40-hour week but variable hours. Depending on the event calendar, you will be expected to work some evenings and weekends.

To whom will I report, and what are they like?

The Regional Field Organizer will report to the Field Manager. We are currently hiring for this position.

Will I have any management responsibilities?

The Regional Field Organizer will not supervise any ACLU-NC staff members.

How will I be set up for success and on-boarded into this role?

You can expect the policy & advocacy team and the rest of our staff to invest a lot of our time on the front end in getting you up to speed. We will make introductions for you to ACLU-NC's existing partners and share all working documents with you (the team currently uses Google Suite). Going forward, you will have weekly check-ins with the Field Manager to update them on your progress against goals so that they can remove any barriers standing in the way of you being successful.

What are the salary and benefits?

The salary range for the Regional Field Organizer is commensurate with experience. Excellent benefits include paid vacation, sick time and holidays; medical, dental and vision insurance; life insurance, short-term and long-term disability insurance; and 401k retirement plan with employer match.

Will I need to travel throughout North Carolina or nationally?

You will regularly have meetings in other areas of the state and may need to travel out-of-state occasionally for ACLU nationwide convenings or for other professional development.

I have additional questions that I need answered before I decide to apply. To whom should I reach out?

Please reach out to Robert Stephens, Director of Political Strategy & Advocacy, at policyhiring@acluofnc.org.