

AMERICANS FOR PROSPERITY FOUNDATION®

2111 Wilson Boulevard, Suite 350 • Arlington, VA 22201 • 703.224.3200 • Fax: 703.224.3201

POSITION DESCRIPTION

Position Title:	Field Coordinator	Department:	Field Operations
Reports To:	National Field Director	FLSA Status:	Exempt
Location:	Remote State Location	Date Revised:	September 12, 2011

SUMMARY:

The Field Coordinator will work to build grassroots activities through phone banking, door to door canvassing and social media networking while reporting to the National Field Director. Through grassroots event trainings, the field coordinator will organize, recruit, and engage volunteers to become active within their local community. The ideal candidate will have a background in grassroots advocacy with a strong interest and understanding of social media techniques.

ESSENTIAL RESPONSIBILITIES:

- Build grassroots relations for the organization and state chapter with political, business, media and community leaders, as planned by the State Director and National Field Director
- Mobilize and educate grassroots activists on issues within the organization's mission
- Utilize activists to become involved in AFP volunteer phone banking, door to door canvassing, and social media networking on state-based policy initiatives
- Represent the organization by attending and speaking at local grassroots events for recruitment and education purposes
- Organize and plan state and local educational rallies and other grassroots events, including the phone bank setup process

POSITION REQUIREMENTS:

- Experience with grassroots operations and/or event planning preferable
- Outstanding communication skills, both written and oral
- Strong attention to detail and excellent problem solving skills
- Ability to work independently, as well as collaboratively with state and national staff, in a fast-paced, deadline-driven, environment

- Integrity, humility, and an entrepreneurial attitude
 - A positive attitude and an earnest interest in providing good customer service to our members, partners and all state chapters
 - A firm commitment to advancing every individual's right to economic freedom and opportunity through free markets
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GENERAL:

Americans for Prosperity Foundation (AFP Foundation) is a 501(c)(3) organization of citizen leaders committed to educating consumers, business owners, and the general public about the value and operation of an open and market-oriented economy that is free of government interference. **Americans for Prosperity** (AFP) is a 501(c)(4) grassroots organization committed to educating and mobilizing citizen leaders interested in understanding and helping solve America's most pressing policy problems while championing the principles of entrepreneurship and fiscal and regulatory restraint.

TO APPLY:

Please submit a cover letter, resume and salary history/requirements to: Heather de la Riva at hr@afphq.org with the position title in the subject line. AFPF is an equal opportunity employer. No phone calls please.