

Job Description

Position

National Field Director

Reporting Relationship

Vice President, Programs

Status

Full time, exempt

Position Overview

Working under the supervision of the Vice President, Programs, the National Field Director will work with American Atheists' 170+ affiliates and local partners to create opportunities for activism at the local level, serve as a primary point of contact at the national level for local leaders, and develop new relationships with local groups while maintaining and strengthening existing relationships.

The National Field Director will collaborate with American Atheists' state and regional organizers to assist them in building effective networks across their states to confront challenges faced by our community, identify opportunities for partnership with other activist groups, and implement strategic plans developed by the American Atheists leadership team.

In addition, the National Field Director will represent American Atheists at local events and work to grow American Atheists' membership, donor, and volunteer base.

Responsibilities

- Develop, cultivate, and steward relationships with local group leaders, activists, state directors and other stakeholders to execute grassroots engagement strategy;
- Working with the other national staff, develop new programs and strategies to engage grassroots supporters in wide ranging activism and community building;
- Update and maintain the contact information database of American Atheists affiliates;
- Develop training, support, and educational resources for affiliates and local partners;
- Connect affiliates, state and regional directors, and national staff with other local issue groups for opportunities for shared activism;
- Maintain awareness of emerging legislation, local government actions, and other events for activism opportunities;
- Conduct in-person trainings, presentations, and other events to support state and regional directors, affiliates, and local partners;
- Represent American Atheists at local and regional events, conferences, and other similar events;
- Coordinate volunteers, particularly American Atheists field organizers and local group members, for American Atheists events, including the American Atheists National Convention;
- Maintain communication between local groups and national staff;
- Serve as the initial point of contact for volunteers, affiliate leaders, local partners, and state directors;

- Monitor, track, and research appropriate topics for segments for letters to the editor, news articles, or press pitches for local groups and national staff;
- Create, research, fact check, and proofread magazine articles, newsletter articles, supporter emails, blog posts, social media posts, and other publications from American Atheists.

Qualifications

- An undergraduate degree in a relevant topic area or 3-5 years of relevant experience;
- Ability to meet short deadlines in a fast-paced, time-sensitive work environment;
- Ability to work in collaboration with a team while taking initiative and working independently once given direction;
- Creativity and an eye for developing unique activism and community building opportunities;
- Ability to handle sensitive information, including court cases, public relations strategy, and pending announcements with discretion and integrity;
- Interest in and dedication to the organizational mission of American Atheists;
- Excellent verbal and written communication skills;
- Experience with the Adobe Suite, Microsoft Suite, and other creative tools a plus; and,
- Experience with photography, videography, or other creative outlets a plus.

Compensation and Timeline

Salary will be commensurate with experience. Additional benefits include paid sick, holiday, and vacation days; 401(k) with employer match, health insurance and dental insurance.

Location

This is a full time, exempt position that can be based remotely.

To Apply

Please send your resume and cover letter to: careers@atheists.org.

American Atheists is an equal opportunity employer. It is the policy of American Atheists to provide equal employment opportunity to all persons, regardless of age, race, religion, national origin, sex, sexual orientation, gender identity or expression, political affiliations, marital status, non-disqualifying physical or mental disability, or on the basis of personal favoritism or other non-merit factors, except where otherwise provided by law.