



## WI Alignment Table Coordinator

The Alignment Table Coordinator is the lead organizer, coordinator and administrator for the WI Alignment table. Their main work will focus on building strategic alignment across the table, driving effective meetings and follow through of commitments, and support each organization's efforts to build and move their organizational capacity for the coordinated efforts of the table. This role is the glue that keeps the table organized and operating effectively.

The Wisconsin Alignment Table brings together local and state-level organizations who are authentically building power through relational organizing. The table is anchored by four base building power organizations who are in alignment on the necessity of building a bigger and more powerful “we” to transform Wisconsin. These include:

- [Citizen Action of Wisconsin](#) (an affiliate of People’s Action & Powerswitch Action) is a powerbuilding organization with member-led chapters (called “organizing cooperatives”) in five regions which span the urban/rural divide.
- [Grassroots Organizing Western Wisconsin](#) (GROWW) organizes rural communities on community-led campaigns and a long-term agenda across the rural counties of West Central Wisconsin.
- [Wisconsin Public Education Network](#) (WPEN) is a non-partisan alliance of parents, educators, board members, administrators, school districts, and grassroots groups & local advocacy teams across the state who are committed to the ongoing success of public schools.
- [WISDOM](#) (an affiliate of the Gamaliel Network) is a multifaith statewide network of 11 faith-based organizations from Eau Claire to Kenosha that organize communities on the issues that matter to them.

The Alignment Table Coordinator will directly report to the Managing Director (Laurel Wales) at Citizen Action Wisconsin Education Fund. However they will work in close partnership with each of the Alignment Table partners. We seek a high level, senior leader to drive this work.

### Description of Work:

#### Group Facilitation

- Lead group sessions, workshops, or meetings with clear objectives and inclusive practices
- Support healthy group dynamics and address conflicts or challenges as they arise
- Use facilitation tools and methods appropriate for the group’s goals (e.g., consensus-building, storytelling, restorative practices, dialogue circles, strategy sessions)
- Ensure all voices are heard, particularly those most impacted by the issue at hand
- Document outcomes and next steps following each session and provide support for follow through and accountability when needed

#### Coordination & Logistics

- Schedule and coordinate meetings, events and trainings, secure venues (if in person), or set up virtual meeting tools
- Prepare agendas, materials, and communications in advance
- Track attendance, participation, and follow-up needs
- Maintain clear records, reports, and databases related to the group's work
- Support table efforts around fundraising, ensuring we have strong pitch documents, grant proposals & reports
- Manage the tables budget tracking systems- revenue and expenses

### **Relationship-Building & Communication**

- Build and maintain strong relationships with group members and stakeholders
- Communicate clearly, consistently, and empathetically with participants
- Conduct outreach to engage participants when necessary
- Provide support or referrals to members needing additional assistance

### **Program & Strategy Support and Execution**

- Collaborate with program staff to align group efforts with alignment goals
- Evaluate and improve facilitation practices based on feedback
- Support alignment table staff in moving plans and strategies (as needed) through their organizations
- Develop and coordinate public communication needs for table efforts, examples include, but not limited too, promotional materials, press releases, email alerts/actions, social media posts

### **Desired Skills and Experience:**

- Experience with power-building and base-building, membership centered organizations
- Strong background and experience in facilitation, training and curriculum development
- Experience working with a broad array of organizations and coalitions (labor, community, political or faith-based organizing) including both 501c3 and 501c4 nonprofit organizations,
- Experience leading issue campaigns, corporate accountability campaigns, and election campaigns.
- Deep commitment to working on racial justice issues, working with communities of color, and with a multicultural base of individuals.
- Experience with policy creation and grassroots lobbying.
- Experience with planning earned media events, direct action, marches, rallies, and other social movement tactics.
- Experience with large and/or small dollar fundraising, grant writing, and grant management.
- Philosophical commitment to values of economic, gender, racial, anti-oppressive, and environmental justice.
- Commitment to unwinding the structural racism, classism and other structural inequality built into local, state, and national policies and governance structures.
- Strong creative and strategic thinking skills and willingness to innovate in a fast moving environment and meet deadlines.
- Demonstrated written and verbal communication skills, including ability to produce effective flyers, graphics, email alerts, coalition reports, blogs, effective social media posts, and campaign plans.
- Excellent listening, interpersonal, and problem solving, the ability to work under pressure, and the ability to build and maintain effective relationships.
- Familiarity with navigating organizational databases and communications systems (like EveryAction, the VAN, google workspace tools, canva, etc)
- Bilingual/multilingual a plus.

**Position Details:** This is a senior level position. Currently being hired as a 1 year- part time (roughly 40-80 hours a month) contractor position. Hourly rate will be determined by experience and applicants should note their preferred hourly rate in their application. The contractor will be reimbursed for pre-approved expenses related to travel.

This is a remote position. Preference will be given to applicants based in WI. We are open to entertaining candidates who live outside of Wisconsin.

Women, people of color, formerly incarcerated individuals, individuals from the LGBTQ+ community, and individuals from underrepresented and/or marginalized communities are strongly encouraged to apply.

**Application Process:** Email cover letter explaining your interest in the position and résumé to the Hiring Team: [hiring@citizenactionwi.org](mailto:hiring@citizenactionwi.org)

*Citizen Action of Wisconsin is an equal opportunity employer, and does not discriminate based on age, gender, gender identity, sex, sexual preference, race, ethnicity, religion, disability, pregnancy, veteran status, or former incarceration status. Women, people of color, formerly incarcerated individuals, individuals from the LGBTQ+ community, and individuals from underrepresented and/or marginalized communities are strongly encouraged to apply.*