Community Organizer for Metro Atlanta

This Community Organizer for Metro Atlanta works as part of the Civic Engagement team and will manage a team of canvassers to achieve the goals of the department. This is a full-time position that requires regular weekend and evening hours based on the scheduled events and activities related to civic engagement, community outreach, and organizing work. Reliable transportation is a must as regular travel around the metro Atlanta area is required.

DESCRIPTION OF DUTIES:

● Create and maintain relationships with community leaders, organizations, community groups
● Attend and lead community meetings, presentations, and county discussions
● Work with other GALEO staff on collaborative projects, events, communications, etc.
● Meet ambitious recruitment and contact goals through phone banking, text banking, canvassing, and other methods
● Implement and be held accountable as an administrator for metrics-driven Field Programs (Voter Registration, Petition Gathering, GOTV, etc.)
● Data collection and tracking in designated data management systems; submit timely and accurate reports
● Work with the Director of Civic Engagement and GALEO staff to ensure that the field team goals are being met, and to problem-solve as obstacles arise
● Lead environmental justice events, cleanups, and workshops within the assigned geography for GALEO's Vamos Pa'Fuera program
● Maintain computer files, records, and contact lists in a consistent and organized manner
● Provide strategic and technical campaign support, including field, communications, and administrative, to meet the campaign goals and priorities of active civic engagement campaigns.
● Work with your team to strategize best practices to reach your community and get campaign messages across to the community
● Build and maintain a team of contracted canvassers (includes managing their hours, and providing regular ongoing training and supervision of canvassers) within assigned counties, and occasionally assist with canvassers outside of assigned counties when extra support is needed
● Conduct quality control procedures on voter registration and canvasser work
● Coordinate and facilitate meetings, training sessions, and in-person canvassing with attention to safety protocols, contactless canvassing (i.e., literature drops), phone banking, text banking, and other field efforts to support GALEO goals
● Meet to review the progress of your campaign
● May be asked for support on our El Pueblo Unido Podcast, including interviewing guests while live-streaming or being video recorded
● Other duties/ projects assigned by the GALEO staff, including the Chief Executive Officer and/or Deputy Director are to be done efficiently and professionally in a timely manner

Qualifications:

● Bachelor's degree preferred but not required
● Must provide proof of having received a COVID vaccine and booster upon employment
● Ability to accommodate a varying schedule
● Required to work some weekends and some evenings; no exceptions
● Must have own reliable transportation and a valid Georgia driver's license
● Must be fluent in both English and Spanish, with the ability to translate text and communicate effectively in both languages, written and oral
● Some electoral, community, or union organizing experience
● Ability to communicate effectively, work well with others, and work well under pressure, be detailed and goal-oriented
● Strong interpersonal skills; diplomatic and professional approach to problem-solving with the ability to think outside the box
● Be comfortable using social media to advance team and organizational goals
● Ideal candidates will have excellent time management, project management, and organizational skills
● Some experience in the non-profit sector is preferred
● Willingness to work in a fast-paced environment
● Must be a self-starter and work well within teams
● Must be comfortable working independently
● Willingness to grow with the GALEO Latino Community Development Fund and/or the GALEO Impact Fund
● Knowledge of Latino community issues and commitment to serving the Latino community in Georgia
● Computer proficiency required; knowledge of working with Windows and/or Mac Office programs, and various internet applications and social media, such as Facebook.com, YouTube.com, Twitter, Instagram, LinkedIn, and TikTok

Mission: To increase civic participation by educating and empowering the Latino community and to develop Latino leaders through strategic leadership programs throughout the state of Georgia.

Vision: GALEO strives for a better Georgia where the Latino population is engaged and building community, their contributions are respected, and policy measures reflect their values.

Our core beliefs are Inclusion, Non-Partisan, Diversity, and Responsive.
For more information, please visit https://galeo.org.

How to Apply:

Please send the following in an email:

- an email cover letter
- an attached resume
- list of at least three (3) work-related references

To Elisa Covarrubias, Deputy Director, ecovarrubias@galeo.org. Resumes and corresponding requirements listed above will be accepted until May 25, 2026. Interviews will be scheduled soon afterward.

This is an entry-level position with growth potential.

Pay & Benefits:$20-$26 per hour commensurate on experience, paid time off and paid holidays, health and dental insurance, 401k match. Some overtime may be required seasonally.

Job Type: Full-time, Hourly Non-Exempt
Reports To: Director of Civic Engagement
Location: Greater Metro Atlanta area; Norcross, GA; statewide.

GALEO is an equal opportunity employer and encourages people of color, low-income people, women, gender non-conforming, and LGBTQI people to apply.

GALEO LCDF and GALEO Impact Fund are equal opportunity/affirmative action employers. All qualified persons are encouraged to apply regardless of race, color, creed, ethnicity, national origin, ancestry, age, height, weight, sex, gender identity, sexual orientation, disability, HIV status, marital or domestic partner status, or religious affiliation.

I have read and understand the requirements of this position.

Signature of Employee: _____ Date:_____

Signature of Supervisor: _____ Date: _____