



Job Description – ACP TEAM LEADER

Salary-\$45,000

Job Type- Contractor

Job Location- Mississippi

PROJECT SYNOPSIS

The National Council of Negro Women (NCNW) is conducting an outreach campaign to acquaint residents of Mississippi with the availability and benefits of the Affordable Connectivity Program (ACP). The ACP is a program under the Federal Communications Commission to help provide affordable broadband services and devices and most persons receiving assistance through social programs such as Medicaid, SNAP, WIC and so on are eligible for the benefit. The program initially launched in December 2021.

NCNW is a national civil and human rights organization, based in Washington, DC, with members and local sections in the state of Mississippi. NCNW was founded by the renowned educator and civil rights activist Dr. Mary McLeod Bethune in 1935. Today, Rev. Shavon Arline-Bradley is President and CEO of NCNW. NCNW has more than 300 sections (chapters) across the US and leads a coalition of 33 national women’s groups. NCNW’s mission is to lead, advocate for and empower women of African descent, their families and communities. To learn more about NCNW, visit www.ncnw.org.

POSITION SUMMARY

NCNW seeks to hire two Team Leaders to carry out its ACP outreach in Mississippi. The role of the Team Leaders will be to carry out the objectives of the ACP project by recruiting, orienting and coordinating volunteers, assisting eligible persons enroll in ACP, identifying opportunities to meet and build relationships with community leaders, institutions, elected officials, clergy, civic organizations, media outlets and personalities, influencers, and others who are known and trusted by the public. The purpose of these relationships is to extend a helping hand to those who are eligible for, but may not be aware of, the benefits of ACP.

The Team Leaders will organize and establish a plan of work that includes tabling and leafletting public events, speaking to large and small groups at civic meeting, schools, colleges, medical facilities, faith-based gatherings, athletic events, shopping centers, barber and beauty salons and other places where people routinely gather. The Team Leaders will be expected to network within the community to create positive social impact. The plan of work includes recruiting, orienting, training and mobilizing a team of approximately 100 volunteers to assist with spreading the word about ACP. The Team Leader will supervise and manage the volunteers, establish their schedules, track and document their performance. The Team Leaders will routinely gather data from persons who sign up for the ACP, based on criteria set by NCNW and may include such variables as zip code, gender, age range, county of resident, and relevant eligibility criteria.

The Team Leaders are expected to become familiar with available resources to assist persons in need of services such as health care, education, or employment. Furthermore, Team Leaders are expected to maintain relationships, interact directly with the public, to reach and engage eligible individuals, families and specific groups.

The Team Leaders will report to the ACP Project Manager, who will report to the NCNW Vice President of Programs.

ESSENTIAL RESPONSIBILITIES

- Drives ACP recruitment by planning, coordinating and implementing outreach activities with minimal supervision
 - Drafts strategic work plans
 - Collects data from volunteers and eligible applicants
 - Coordinates volunteers in the field
 - Represents NCNW at various coalitions and meetings and serve as a point person for the organization
 - Conducts one-on-one grassroots outreach in the field
 - Identifies and develops involvement of local leaders in the ACP project organizing campaigns through in-depth one-on-ones, and organized monthly leadership development training opportunities in conjunction with the Project Manager.
 - Organizes and maintains county committees and holds regular meetings.
 - Promote active involvement of volunteers and others in the Mississippi ACP effort through regular mobilization and other means.
 - Facilitate organizational meetings, events, and training participation.
 - Represent and facilitate leaders in representing NCNW when necessary, before the media, county commission, city council, neighborhood associations, and other community meetings, following guidelines established by the Project Manager.
 - Interpret for community members when necessary to facilitate their involvement in the campaign.
 - Internal Staff meetings
 - Admin/Reporting/Reconciliation
 - Build power through voter registration and education campaigns, ally development, and participation in coalitions or networks as assigned.
 - Meet deadlines established by Project Manager and Vice President for Programs and the work plan
 - Provide quality customer service, interactions and responses to all members, partner organizations, volunteers and any other individual or organization that may be encountered.
 - Understand and promote NCNW membership and ACP services
 - Maintain a positive attitude
 - Maintains reliable transportation, keeps accurate travel records and provides acceptable documentation of expenses on a weekly basis
- Transports volunteers in NCNW van or personal vehicle when necessary and required
- Performs other job-related duties as assigned

EDUCATION/CERTIFICATION/LICENSURE

- Prior experience as a community organizer or related field
- High school graduate or GED, some college preferred
- Valid US Driver's License and a reliable vehicle

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Demonstrated commitment to Social Justice
- Embrace progressive values and willing to support other progressive issues
- Must be comfortable driving passengers in a van and/or driving community members in personal vehicle from time to time
- Fluency in English required, Spanish is a plus
- Is highly trustworthy and demonstrate a high level of leadership and a track record of exercising good

judgment

- Ability to work closely and collaboratively with the Project Manager
- Ability to work independently with minimal supervision

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit, walk, reach, stand push and pull objects. The Team Leader may be occasionally required to do repetitive motions, balance, stoop, kneel, crouch and lift up to 40 pounds. The Team Leaders will need the physical strength required to perform medium work.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is occasionally exposed to hot, wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate. The Team Leaders are not required to handle any human body fluids, biological agents, laboratory chemicals, or be exposed to hazardous materials such as asbestos, or carcinogens. NCNW will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

MUST BE LOCATED WITHIN ONE OF THE FOLLOWING MISSISSIPPI COUNTIES:

Hinds, Jeff Davis, Adams, Kemper, Tunica, Noxubee, Pike, Washington, Yazoo, Jefferson, Wilkinson, Claiborne, Humphreys, Tallahatchie, Quitman, Bolivar, Sharkey, Leflore, Holmes, Coahoma, Sunflower and Issaquena.

Please send a Resume and Cover Letter to: Jobs@ncnw.org to apply.