



Job Posting: Programs & Strategy Fellow
Position Type: Part time/stipend
Location: Remote

About Groundwork Project

Founded in 2021, Groundwork Project is a 501c4 organization that supports community organizers working year-round in places traditionally under-resourced, excluded and ignored. With a focus on the Deep South, the Plains and Appalachia, we support local community organizers in places where the fight isn't over one candidate or one election — but over the future of civil rights, justice, and democracy itself. We show up where other progressive funders don't and invest in building the sustainable civic and political infrastructure that is required to take on some of the most daunting conservative threats of our time. Through hyperlocal grantmaking, infrastructure investments, and narrative change, Groundwork aims to support organizers building power for disenfranchised communities.

About the Position

Groundwork Project seeks a dedicated **Programs & Strategy Fellow** to support its grant programs and internal operations. Through our Organizer Grant Program, Groundwork offers unrestricted, multi-year general operating grants to under-resourced, hyperlocal grassroots organizations. Along with financial assistance, all of our grantees have access to wrap-around support from our team, a fund to support further training and education, as well as the opportunity to build community and share best practices through an active, cross-state grantee network. Groundwork also offers short term programmatic funding to organizations in our focus states (Alabama, Mississippi, Oklahoma, and West Virginia) on a rolling basis through our Groundwork Mini-Grant Fund. The Fellow will support Groundwork as it continues to develop partnerships and training opportunities to support the growth of our grantee partners. The Fellow will also support Groundwork's internal operations and contribute research to shape the team's strategic plans moving forward.

The Fellow will learn and gain exposure to:

- the dynamic and urgent nature of civic engagement and community organizing in regions of the country where the modern-day movements for civil rights and democracy protection face the strongest headwinds
- practices in nonprofit operations and management
- exciting models of grassroots organizers winning victory on pressing social justices
- ways to support durable political infrastructure at the state and local level

This is a short-term position, funded for three months. We ask for 15 hours a week at \$25/hour. Please note this payment is subject to taxes and withholdings. Groundwork's team is fully remote, as is the fellow position. The Programs and Strategy Fellow will report directly to the Program Manager.

Responsibilities

- Support the development and administration of Groundwork Project's Organizer Grant Program (OGP) and Mini-Grant Fund (GMF), including scheduling meetings

with partners and grantees, drafting program materials and communications, and tracking follow-up items

- Support management of internal databases and communication platforms (e.g. NGP, AirTable, Google Drive, Zoom)
- Provide research support for Groundwork team's knowledge of its focus states, including local community organizing history, analysis of civic engagement and political landscape, and relevant demographic trends
- Support development of wraparound support for Groundwork grantees, including researching potential partnerships and assisting with preparation and logistics of training opportunities
- Develop written reports and presentation materials as needed
- Participate in Groundwork Project staff meetings, planning, and other team activities

Required Qualifications

- At least two years of experience in a relevant field including community organizing, issue advocacy, nonprofit work, political campaigns, government service. Groundwork considers a wide range of experiences beyond paid, full-time work, and welcomes applications from individuals with volunteer experiences, lived-experience, or from non-traditional paths.
- Demonstrated commitment to social justice, equity, and building power with disenfranchised communities
- Extremely organized and detail oriented
- Outstanding written and verbal communication skills
- Strong interpersonal skills and demonstrated ability to collaborate across difference
- Self-driven, comfortable with working independently in a remote environment

Preferred qualifications, but not necessary:

- Experience living or working in the Plains, the Deep South, or Appalachia
- Experience with organizing (community, electoral, labor, or otherwise)
- Prior experience online tools such as VAN, GSuite, ZOOM, Adobe, Canva, AirTable
- Familiarity with quantitative and qualitative research methods

Application Process:

To apply, email trey@groundworkproject.com with the Subject Line "Programs & Strategy Fellow." Please attach a cover letter describing your interest and qualifications for the position, along with a resume of no more than 2 pages. Applicants who are being considered for the position will be contacted to schedule an interview.

Individuals who are Black, Indigenous, people of color, queer, trans, non-binary, disabled, immigrants, or have been impacted by the criminal legal system are encouraged to apply.

Groundwork Project provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.