

Proposal 2: Job Description – Outreach Consultant

The Outreach Consultant manages NWTRCC's outreach and public efforts through social media, online outreach, blogging, and field organizing trips and presentations. The Outreach Consultant works to strengthen and publicize current and local WTR organizing efforts, as well as develop new awareness of WTR among young people and new communities and movements where NWTRCC contacts are weak.

Social Media

- Manage NWTRCC's Twitter, Facebook, and Instagram accounts; post regularly to platforms with NWTRCC resources & stories, relevant current events, and other content.
- Monitor social media regularly for discussions related to war tax resistance that need to be retweeted, responded to, etc. Forward relevant responses to Coordinator or other counselors in the NWTRCC network.
- Coordinate online work and messaging with NWTRCC coordinator.

Website/Blog/E-List

- Assist in managing NWTRCC's websites (nwtrcc.org, wartaxboycott.org, hanguponwar.org, wartaxdivestment.org), including regularly updating content, addressing bugs or other issues, and working with website volunteers and web designers to maintain or improve site.
- Use web stats and other tools to evaluate website use, trends, and areas of improvement.
- Manage the blog, soliciting and/or writing weekly blog posts on WTR-related content.
- Manage the e-list on MailChimp, including bimonthly newsletter announcements, fund appeals, etc, for 10-12 total emails per year.

General

- Become familiar with NWTRCC network; meet in person with NWTRCC Coordinator in Milwaukee office (time and finances permitting).
- Prepare quarterly reports in writing for the AdComm meetings in February (by phone), May, August (by phone), and November.
- Attend May and November NWTRCC gatherings (generally Fri-Sun over the first weekend in May and November). Manage virtual meetings at NWTRCC gatherings, with assistance of other NWTRCC consultants and CC members.
- Outside of CC meetings, coordinate priorities with the NWTRCC Coordinator & the Outreach Committee, which will require monthly consultant meetings & Outreach Committee meetings. Attend Fundraising Committee meeting on request.
- Support NWTRCC coordinator with newsletter content and literature updates as needed.
- Report regularly with written updates to the Coordinator and AdComm.
- Participate in regular calls with Coordinator.

Field Organizing

- Work in conjunction with Coordinator, Administrative Committee (AdComm), and key activists to follow up with local affiliates and contacts from prior field organizing work.
- Plan next steps; this may include recommendations to focus on a particular region, seek out regional organizers, or travel to areas with most potential for new growth and activism.
- Work with local organizers to create opportunities for presentations and events where WTR will be discussed, especially as part of panel discussions and other cross-movement or intersectional efforts.
- Arrange online webinars and conference calls with NWTRCC network and outside groups to further outreach efforts, as desired.
- Seek out the possibility of honorariums to help with costs as travel plans develop (especially at colleges); keep an eye on potential fundraising opportunities to maintain field organizing work.

Hours and Payment:

NWTRCC will pay at a rate of \$21.20/hour for an average 18 hours of work per week beginning January 1, 2019 through the end of NWTRCC's fiscal year (December 31, 2019). (This pay rate is based on a 2% COLA increase over NWTRCC 2018's pay rate. This number will be adjusted when the new COLA rate is released in mid-October 2018.) In general, the consultant will work around 10-13 hours a week, with some weeks working more depending on outreach travel or travel to NWTRCC gatherings. Payments will be made after receipt from the Consultant of invoice with outline of tasks accomplished and hours worked.

NWTRCC will pay travel for the Outreach Consultant to May and November gatherings each year. NWTRCC will reimburse the Outreach Consultant for any expenses related to the work at home, such as equipment needed or software programs.

There will be an evaluation of the position at the November 2019 Coordinating Committee meeting.

Along with the annual budget process, there will be possible adjustments to the pay rate and hours per week before and at the November meeting.