



**Job Title: Regional Coordinator of Grand Rapids, MI**

**Overview:** The Regional Coordinator is responsible for building a base of critical messengers of formerly incarcerated people and their loved ones through various educational and outreach activities. We envision the Regional Coordinator will work specifically in Grand Rapids with an eventual broader focus on other southwest Michigan communities (as capacity allows). As the Regional Coordinator you will build strategic partnerships with people and organizations dedicated to transforming the legal system and civic engagement of justice-impacted communities. This position requires a high level of ethical behavior (i.e. integrity, honesty) and discretion when working with formerly and currently incarcerated people and their families. The position reports to the Policy Director and works in partnership with other regional coordinators, engagement specialists and the Director of People Systems.

**Deliverables:**

- Serve as primary spokesperson for our Grand Rapids regional chapter.
- Develop a strategic plan for the Grand Rapids chapter - including a power map.
- Assure monthly membership recruitment and engagement goals are met.
- Plan, implement, and execute chapter activity in accordance with Nation Outside standards, and agree to follow any relevant policies and procedures.
- Assign chapter work to volunteer members and engagement specialists as needed to achieve chapter outcomes.
- Develop and host engagement opportunities for justice-impacted people and their loved ones residing in your region, including monthly chapter meetings and mobilize NO members to take action on relevant policy work and to engage in voting by using a variety of strategies including event attendance, calls, letters, and phone banking. Engagement opportunities should be hosted in adherence to state guidelines during the pandemic.
- Maintain relationships with existing Nation Outside members and build new relationships (recruit) within the justice-impacted community.
- Provide monthly voter rights educational opportunities in the community.
- Work with Policy and Operations Director to advocate for housing rights for justice impacted people.
- Promote Nation Outside in media and social media. Coordinate with Nation Outside provided media specialists to capture footage of activity as requested.
- Develop strategic partnerships with key community-based organizations and employers in your region and maintain a contact list/notes to report to Nation Outside monthly.
- Participate in or delegate volunteer members to attend City Council and County Commissioner meetings and document attendance.
- Educate members on voting rights, Clean Slate implementation, as well as other NO priority criminal justice reform policies.



- Represent NO at community meetings and events that include a wide variety of constituents and stakeholders, as requested.
- Effectively communicate the mission, vision, and values of NO to all members in a courteous and professional manner.
- Accurately communicate information about NO policy initiatives using materials provided for that purpose.
- Participate in all team meetings, retreats, and trainings as requested by Nation Outside.
- Ensure data is collected on all correspondence and activities and is shared with Nation Outside for quality performance, grant, and audit reporting purposes.
- Proactively communicate in a professional manner with others and NO team members.
- Treat all team members and stakeholders with professionalism, kindness, and respect.

**Knowledge and Skills:**

- Commitment to growth and mentorship.
- Ability to create and foster relationships.
- Excellent written and verbal skills.
- Knowledge of Gmail, Zoom, Google Meet, and Drive.
- Willingness to be open to feedback and learning.
- Knowledge of the different communities and cultures where Nation Outside operates.
- Commitment to Nation Outside's core values and internal culture.