

**Title:** Community Data and Logistics Organizer

**Reports to:** Co-Directors of Organizing, Emily Terrana and John Washington

**Department:** Organizing

**Status:** Full-time, Non-Exempt

**Who we are:**

**People United for Sustainable Housing (PUSH Buffalo)** is a membership-based community organization whose mission is to mobilize residents to create strong neighborhoods with quality, affordable housing, to expand local hiring opportunities; and to advance economic and environmental justice in Buffalo.

PUSH's members are the community organizers who make affordable housing a reality in Buffalo. Our members work with partners and funders to create a healthy, just, and strong city that includes community control of resources, living wage jobs, and access to quality education, healthcare, and transportation.

**About the position:**

PUSH Buffalo's Community Data Organizer will focus on building systems and structures to hold the vast range of qualitative and quantitative data community organizing generates across different platforms and hold logistical responsibilities for the Organizing Department. The Community Data Organizer will play an integral role within the Organizing Department to streamline the input and use of the many forms of data that we collect through our different campaigns, events, and projects throughout the year. Data and logistics are key to how we build power for a Just Transition in Buffalo, NY and throughout the country. This position will deepen our ability to make meaning of the stories, ideas, visions and information we take in day to day and will better shape our current and future campaigns and leadership development processes.

**Key Responsibilities:**

*The Community Data and Logistics Organizer will:*

- Create and maintain systems of data and logistics management through Salesforce, VAN and other systems as necessary
- Coordinate data input for a backlog of campaigns and work to create new and functional systems of data tracking and use
- Work with the Directors of Organizing and Organizing Team members to create processes for logistics for events, meetings, campaign activities and canvassing efforts

- Create and pull lists for member engagement and reporting
- Identify emergent trends in data and story collection as they relate to current and future campaign and project development
- Work with Organizing Team members, specifically the Co-Directors of Organizing, on internal and external reporting, logistics for trainings, events, travel and meetings and calendaring.

**Specific job responsibilities:**

*Data Management:*

- Creation of systems of data management for current and future campaigns, meetings/events, leadership development and canvassing in Salesforce and VAN
- Upkeep of data systems and input of emergent data
- Tracking of trends within data as they relate to campaigns, projects, and leadership development
- Reporting and generative manipulation of data

*Logistics:*

- Creation of systems to streamline logistic needs for meetings, events, trainings, and trips for the Organizing Team
- Supply, food and travel ordering/booking in compliance with PUSH and Finance procedures
- Budget and supply tracking and financial reporting as needed
- General calendaring for PUSH Organizing team and seeing the “big picture” of our connected work plans and goals
- General outreach for events and meetings on PUSH social media and email lists, including some phone banking to members as needed.
- General office space and supply management, including the creation of storage and archival processes and procedures

*Organizing:*

- Relationship building with PUSH members and engagement in Organizing campaign work
- Some canvassing and community engagement work around campaigns and development projects
- Participation in political education, campaign and skill oriented training (internal and external)

- Coordinate general outreach for events and meetings on PUSH social media and email lists, including some phone banking to members as needed.

*Other:*

- Perform job duties in ways that will promote and uphold our organization's mission.
- Uphold and promote PUSH core values, including inclusiveness, community ownership, results and solution-oriented, relevant interventions, and an overall commitment to justice.
- Other duties as required.

**Qualifications for Entry into this Position:**

The ideal candidate will have experience in the Community Organizing and/or Logistics field, as well as have a commitment to upholding PUSH's mission to mobilize residents to create strong neighborhoods with quality, affordable housing, expand local hiring opportunities and to advance economic and environmental justice in Buffalo.

**Knowledge, skills, and abilities:**

- Experience with the Voter Registration Network (VAN)
- Proficiency in Salesforce or other data tracking software
- Microsoft Office Suite
- Ability to be flexible and adaptive to emergent needs and situations
- Experience in Community Organizing and Social Justice work
- Experience in phone banking, social media, and community outreach
- Process and detail oriented
- Ability to initiate and follow through with tasks and projects
- Proven commitment to Racial Justice and Gender Justice

**Physical Requirements**

The physical demands 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.

**Salary Range and Benefits**

\$40,000 base salary with full benefits

**Join our team and build your career with us! We offer:**

- Supportive, stimulating and collaborative environment with passionate colleagues dedicated to building community, equity and justice
- Opportunities for professional growth and development
- PUSH pays for employee benefits package including health, dental, vision
- Generous paid time off package
- Flex Time
- Employee Assistance Plan

### **How to apply**

Proposals will be accepted until the position is filled and will be considered on a rolling basis. Proposals should include a letter of application, resume, and contact information for two professional references. Proposals will only be accepted by email, and should be sent to:

Harper Bishop [He/Him/His]  
Deputy Director of Movement Building  
[harper@pushbuffalo.org](mailto:harper@pushbuffalo.org)

The letter of application will be a critical document for determining who will be interviewed for this position. The letter should summarize relevant experience and skills. The letter should also discuss why the candidate is enthusiastic to assume the responsibilities of this position. PUSH is an equal opportunity employer.

PUSH recruits, employs, trains, compensates and promotes regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law.

At PUSH, we have a clear vision: to be the place where a diverse mix of talented people want to come, to stay and do their best work. Our organization runs on the hard work and dedication of our passionate and creative employees.

PUSH's dedication to promoting diversity, multiculturalism, and inclusion is clearly reflected in all that we do. Diversity is more than a commitment at PUSH—it is the foundation of what we do. We are fully focused on equality and believe deeply in centering marginalized communities. All qualified applicants will receive consideration for employment without regard to race, religion, age, gender identity or expression, sexual orientation, religion, ethnicity, national origin, genetics or veteran status.