

Mobilization Coordinator

The Mobilization Coordinator assists with implementing the annual mobilization strategy that equips Churches for Middle East Peace's (CMEP) network of supporters from across the country to advance the organization's advocacy priorities (holistic peacebuilding, humanitarian and economic assistance, and human rights) related to the Middle East.

The successful candidate is someone who is familiar with advocacy work, detail oriented, and a self-starter. This position reports to CMEP's Senior Director of Advocacy and Government Relations.

Roles and Responsibilities:

- Implement strategic plans and projects to increase participation and active mobilization within and beyond CMEP's network of constituents.
- Work with the Senior Director of Advocacy and Government Relations on in-person or virtual advocacy summits, congressional advocacy days, congressional meetings - including preparing training and talking points for each.
- In partnership with CMEP's Senior Director of Advocacy and Government Relations help organize tailored Congressional advocacy days (in-person or virtual) for key constituencies, for example Regional Coordinators, Church Partners, groups returning from a CMEP sponsored trip to Israel/Palestine.
- As assigned, represent CMEP on coalition group calls, especially those with opportunities to explore collaboration for grassroots mobilization.
- Manage data and communication relevant to contacts in the data management system (SALSA) and Basecamp.
- Work with the Outreach Manager to provide ways for churches and regional coordinators to engage in advocacy.
- Coordinate monthly regional coordinator calls and manage necessary follow-up on BC and with relevant staff.
- Coordinate and encourage Regional Coordinator activities, including hosting events with Church Members.
- Participate in monthly staff meetings, weekly check-ins, and other relevant internal meetings.
- Ability to work within the directions and limitations of grant funding, as allocated.

Qualified Applicants Are:

- Familiar with non-profit advocacy, outreach, and/or mobilization.
- Familiar with Christian advocacy and/or interfaith engagement.
- Proficient and experienced in Google Suite Programs (Gmail, Drive, etc.).

- Experienced with or willing to learn Client Relationship Management (CRM) systems. Salsa CRM preferred.
- Experienced with or willing to learn project management systems. Basecamp preferred.
- Familiar with working on a small team.
- Clear communicators.
- Deadline-oriented, able to work as part of a team, and committed to Churches for Middle East Peace's goals.
- Willing to work within CMEP's policy positions.
- Willing to occasionally work evenings and weekends as related to events and trainings

Strong preference for individuals who can work from the D.C. office on Capitol Hill.

Salary and Benefits:

Full Time

Four weeks paid-time off (PTO) per year plus holidays.

Health Insurance Contribution

Salary: \$30,000 - \$40,000 annually

Flexibility with remote work a few days a week, in the DC-area, and flex-schedule options

Expected Start Date: Late January 2022

To Apply: Send cover letter, resume, and three professional references to applications@cmepe.org

Churches for Middle East Peace (CMEP) is a coalition of 30 national Church communions and organizations working to encourage U.S. policies that actively promote just, lasting and comprehensive resolutions to conflicts in the Middle East.

CMEP helps church organizations, leaders, and individuals nationwide advocate in a knowledgeable, timely, holistic, and effective way to express their concerns about justice and peace for all peoples in the Middle East. [Learn More.](#)