

## **IGNITE Ohio Campus Organizer**

### **About IGNITE**

IGNITE is unleashing the political power of young women. We offer civic education, exposure to elected women, hands on training and work opportunities, and a peer network of women who support each other's aspirations. We are a national, non-partisan 501c3. IGNITE programs and events are for all cis and trans women, as well as non-binary people who are comfortable in a space that centers the experiences of young women.

IGNITE staff are located across the country and work cross-functionally on regional and content-area teams. While this position reports to the Programs Manager and is part of the national office team, they will need to maintain positive, collaborative relationships with staff in other parts of the country and be comfortable collaborating virtually.

***The Ohio Campus Organizer will be a part-time, temporary position until June 15, 2026. This position is remote, based in Ohio, and some travel may be required.***

### **THE POSITION:**

IGNITE is seeking an experienced Campus Organizer to lead our college and high school programming and outreach in Ohio. Under the supervision of the Program Manager, the Campus Organizer is responsible for:

- The recruitment, development and administration of our Ohio Campus Programs including college and high school chapters.
- Ensuring a cohort of young women from Ohio attend the annual IGNITE the Capitol trip to Columbus, OH.

### **Campus Programs**

- Develop, create and provide program outreach in Ohio with a target of engaging 100 students from at least 5 colleges/universities and 5 high schools across the state throughout the academic year.
- Provide bi-monthly communication with high school and college chapters in the state and regularly meet with chapter leadership to help provide support.
- Help student leaders launch and sustain chapters at their prospective campus (i.e. identifying an advisor, two student campus leaders and becoming recognized on campus)
- Travel as needed to college and high school chapters to provide program support.
- Ensure data collection for program reporting

### **Advocacy & Civic Engagement Programmatic Support**

- Work with the programs team to help plan for and execute IGNITE the Capitol trip to Columbus that brings young women from across the state for a one-day legislative advocacy training.
- Train all statewide advisory groups members on organizing strategies to help lead voter engagement for the upcoming primary election in May 2026.
- Lead the statewide advisory group in planning for the following advocacy and civic

engagement activities: IGNITE the Capitol, IGNITE the Vote week of action, various get-out-the-vote efforts leading up to the primary election, and more.

- Serve as a liaison to connect IGNITE members with local and statewide elected officials.
- Track legislations related to women's rights, civic education, and voting rights in the state of Ohio.

**Other Administrative Duties**

- Support IGNITE National as needed
- Support IGNITE fundraising efforts as needed

**Qualifications**

- Strong relational organizing skills with a can-do attitude to reach high school and college students
- Must have a strong understanding of the education landscape in Ohio
- Bachelor's degree or equivalent experience preferred, degree in public policy, political science, nonprofit management, education or related field a plus
- Prior program experience (2 or more years)
- Prior meeting planning or program admin/coordination experience preferred
- Strong project management skills with prior experience managing complex and/or multifaceted programs with measurable successes and program growth
- Strong communication, administration, organization, coordination and analytical skills essential
- Ability to build and sustain mutually beneficial relationships with multiple, diverse constituents
- Excellent verbal, interpersonal and written communication skills
- Computer literate, fully proficient with MS Office suite, above average knowledge and proficiency with social media applications (Facebook, Twitter, Instagram) a plus
- An affinity for working with a culturally and politically diverse community

**Time Commitment and Pay:** This is a non-exempt, part-time, temporary position ending on June 15, 2026. Compensation will be \$18.25/hour for a maximum of 15 hours per week. The Organizer will be required to submit a weekly time sheet in accordance with IGNITE's payroll policies.

**To Apply:** Please send a resume and statement of interest in PDF format to Desiree Martinez, IGNITE's Program Manager, at [desiree@ignitenational.org](mailto:desiree@ignitenational.org) by August 17, 2025.

***IGNITE requires all employees to be vaccinated against COVID-19 within 6 weeks of their start date.***

*IGNITE is an Equal Opportunity Employer. We will consider applicants for positions without regard to any category protected by applicable federal, state or local law, including but not limited to: race, color, religion, sex, national origin, age, physical or mental disability, genetic information, veteran status or uniformed service member status. Women, people of color, LGBTQ*

*people, young people, and members of other historically disenfranchised populations are strongly encouraged to apply.*