



Position Title: Organizer (501c4)

Reports To: Executive Director

Duration: Regular Full-Time Position (willing to negotiate independent contract terms as well)

Compensation: \$38,000-\$46,000

Organization Description:

The Wisconsin Muslim Civic Alliance (WMCA) organizes voters and engages with elected officials to advance Muslim rights at the local, state, and federal levels. Our programs include civic educational events, voter turnout initiatives, and candidate training.

Job Description:

The Organizer will be responsible for maintaining all internal membership data and related communications in accordance with our growing demands, specifically as it relates to updating our system to better comply with external databases. The Organizer will also serve as head of our relational organizing division and is expected to grow our network through innovative and enthusiastic communication with members and the public community.

Primary Responsibilities:

- Organize internal databases for better integration and synergy with external databases
- Regularly assess membership engagement and develop tactics to increase participation
- Serve as head of the WMCA relational organizing program by actively promoting its use and providing all technical assistance
- Contact everyone tagged as Muslim in our internal/external databases to solicit and confirm their identity
- Work closely with the social media and digital team to help innovate new methods on how to attract and maintain members
- Help plan and attend all WMCA events
- Perform the duties of an executive assistant and be able pivot to other tasks as assigned

Preferred Qualifications:

- Experience with grassroots organizing, particularly membership building
- Knowledge of Islam and often associated cultural underpinnings
- Willingness to work irregular hours
- Must be in possession of insured vehicle and valid driver's license
- Conversationally fluent in Arabic or Urdu a plus

To Apply:

Please send cover letter and resume to Wassim Malas, the executive director, at wassim@wisconsinmuslimcivicalliance.org with the subject "WMCA Organizer Application"