



Position: Operations Project Specialist at Progressive Startup Incubator (Full-time, Remote)

Organization: Accelerate Change

Reports to: Lea Madry, Director of Operations for Accelerate Change

Direct Reports: N/A

Location: Full-time, 100% remote position (from home or co-working space) with occasional travel once every 2-3 months

About Us

Accelerate Change is a nonprofit (c3/c4) lab dedicated to catalyzing new scalable, financially-self sustainable models for progressive citizen organizing. Accelerate Change is particularly focused on developing new organizing models that engage communities of color and low-income communities, as well as organizing models that bring together diverse citizens across class and race.

We help social change organizations build the people power and financial resources needed to make the lasting public policy changes needed for all communities to thrive. Drawing upon the lessons from some of the largest and most impactful social change institutions, our theory of change is based on the idea that membership organizations can experience explosive, financially sustainable growth when they provide a robust set of benefits and services that have an outstanding value to the people they seek to organize. Learn more about our model for scalable citizen organizing in the article, "[The Secret of Scale](#)" from the Stanford Social Innovation Review.

Accelerate Change helps start-up ventures and established organizations scale their relationships with constituencies using lean startup methodologies and other business strategies. We focus on testing services (digital and offline) that provide real value in people's everyday lives and are financially self-sustainable. Read more about our approach to experimentation in the article, "[The Promise of Lean Experimentation](#)" also from the Stanford Social Innovation Review.

Accelerate Change incubates some of the fastest growing digital organizing ventures in the country with a particular focus on organizing in communities of color and low-income communities. Incubated ventures include:

- PushBlack, which builds trusted subscriber relationships with African-Americans through daily black history and news stories that then lead to political and advocacy actions. PushBlack has grown to over 3M mobile messaging subscribers (SMS+Messenger) over the past 2 years.

- Revolution English, which has developed a financially self-sustainable model for providing free online English lessons to over 500,000 immigrants, and also providing these immigrants with resources to get better jobs, immigration help, and advocacy opportunities.
- Pulso, a new venture launched in 2018, which builds political power in the Latinx community.

Accelerate Change also works with a select group of progressive organizations, including the Sierra Club, National Domestic Workers Alliance, AFSCME, and Pantsuit Nation to experiment with new digital media initiatives.

Accelerate Change's team of 22 staff bring a diverse mix of tech, business, organizing, and media backgrounds and deep experience with the diverse communities that we engage.

What We're Looking For

Accelerate Change is seeking an Operations Project Specialist who is a fast learner, has strong follow-through, and enjoys engaging with people from diverse backgrounds. In this entry-level position, the Operations Project Specialist will engage volunteers, participate in a variety of digital media projects, and support operations team projects to help Accelerate Change's progressive social ventures increase the political power of communities of color and low-income communities.

Here's what you could expect to do as Operations Project Specialist:

- **Volunteer management:** Engage volunteers remotely to facilitate their participation in organization activities
- **Data entry:** Prepare and organize data for team analysis
- **Experimentation:** Play a key role in the operations team's experimentation; support other teams' experiments as needed
- **Culture survey:** Serve as project manager for our annual culture survey, including facilitating question development in collaboration with other team members, collecting responses and ensuring participation, analyzing data, and presenting results
- **User testing and discovery:** Conduct digital media testing (user testing) to help us create the best possible user experience; conduct outreach projects (customer discovery) to understand the needs of our audiences
- **Operations support:** Support other operations team projects and initiatives
- **Collaboration:** Communicate with a variety of audiences, including staff, ventures, volunteers, and community members

We'll also look for the Operations Project Specialist to:

- Grow in their position, taking on additional responsibilities and sharing their ideas to improve our projects
- Pitch in where needed to address staff and venture priorities

Qualifications

In order to be considered for this role, you should meet these minimum requirements:

- **A college degree or 2+ years work experience:** This is an entry-level position. We welcome candidates who have a college degree (no post-college work experience required) and candidates who have 2+ years of work experience (no college degree required).
- **Experience communicating with volunteers:** Through community or campus organizing, event planning, or other projects, you've been responsible for sharing information with volunteers, following up with them, and ensuring they complete their volunteer commitment.
- **Familiarity with spreadsheets:** You can read and understand spreadsheets. You're able to create basic formulas using Excel or Google Sheets and you'd be excited to develop your data analysis skills in your next role.
- **Social media experience:** You have experience using Facebook, Instagram, and/or other social media platforms. Your experience may have come from work, internships, or volunteer roles.
- **Commitment to social justice:** Accelerate Change is a mission-driven organization focused on creating progressive policy and political change, particularly with low-income communities and communities of color. You have demonstrated a commitment to social justice and social change through your volunteer experiences, and you want to be part of a team of people who share this commitment.
- **Service-oriented and flexible:** You want to help. You're ready to use your skills to advance progressive causes wherever help is needed; whether our ventures are working to build voter turnout of African Americans and Latinx folks, run criminal justice reform campaigns, increase donations for environmental causes, advocate for women's rights, design English lessons for immigrants, organize labor unions, or anything else, you're ready to provide project support.
- **Interested in digital engagement:** You love to consume digital media and can often be overheard sharing podcast recommendations, insight from an article you recently read, or must-see threads on Twitter. You're interested in how social media and other digital tools can be used to connect and engage people around progressive social change.
- **Eager to work independently and as part of a remote team:** You're known as someone who gets things done and pays attention to detail. You prefer a mix of working independently to complete your tasks and checking in with colleagues from diverse backgrounds. You'd be comfortable working remotely with team members based all over the country and you're no stranger to video calls.

Additionally, having one of these skills or experiences is a plus (but not required):

- Fluent in Spanish (many of our ventures and partners work with Latinx communities)
- Experience in facilitating training for volunteers or engaging volunteers remotely
- A sense of humor!

Benefits

- \$40,000-\$44,000 salary range depending on experience
- Flexible work hours
- Health care after 3 months, with individual premiums fully covered and cost-share for dependents
- Educational loan assistance after 3 months, up to \$200 per month for undergraduate loans or \$300 per month for graduate loans
- 10 paid vacation days, 6 paid holidays, and 3 paid floating holidays each year
- 5 fully paid sick days and 10 half-paid sick days each year
- 401(k) plan after one year, with 100% employer match on the first 3% and 50% employer match on the next 2%

Application Process

To apply, please upload your resume and tell us more about your experience using [this application form](#). Priority will be given to those who apply by Friday, March 29.

Accelerate Change, a project of the Center for Public Interest Research, is an equal opportunity employer. We believe that people of color, people from working class backgrounds, women, and LGBTQIA+ people must be centered in the work we do. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities.