



Canvassing Organizer (VAN/Field) Job Description

Contact: Send resume/cover letter to info@CJVoters.org

About CJV (www.CJVoters.org): CJV is a multi-racial and intersectional climate justice organization. We are working to mobilize progressive voters in the Southern Westchester area through our 2026 multi-issue get out the vote campaign.

Job Summary: The Canvassing Organizer leads grassroots efforts to mobilize progressive voters and build a community agenda. The role will work with CJV organizers to recruit and manage volunteers. The Canvassing Organizer will also leverage the VAN platform to manage volunteers, lead target outreach, track activities, and report on campaign progress for issue advocacy or political campaigns. The Canvassing Organizer will also, working with the team, lead in the organization of a People's Movement Assembly.

Hours and Compensation: Part time consultant role, \$1000 a month from Feb/Mar 2026 through July 2026.

Key Responsibilities:

1. Volunteer Recruitment & Training:
 - Recruit, train, and motivate volunteers for canvassing and phone banking shifts.
 - Teach volunteers how to use the MiniVAN app for data collection and voter contact.
 - Develop and deliver canvassing scripts and ensure message consistency.
2. VAN Management & Data:
 - Build and manage turf (lists of voters/areas) for canvassing shifts in VAN.
 - Utilize VAN to track volunteer hours, voter contacts, outcomes (e.g., undecided, supporter), and activist codes.
 - Generate reports in VAN to monitor progress and identify key supporters for mobilization.
3. Field Operations:
 - Oversee canvassing activities, ensuring smooth operations in the field.



- Provide on-the-ground support and problem-solving for volunteers.
 - Coordinate with other organizers and staff on strategy and logistics.
4. Campaign Strategy & Reporting:
- Contribute to campaign strategy by analyzing VAN data to identify opportunities and challenges.
 - Provide timely updates and reports on field progress to leadership.
5. People's Movement Assembly:
- Assist in the development and execution of an outreach and promotion campaign for the Assembly
 - Lead outreach to local organizations (community service providers, political organizations and clubs, youth, municipal and regional leaders)
 - Organize anchor institutions and constituencies
 - Assist in Assembly strategy and logistics
 - Assist in Assembly facilitation and post-event documentation

Qualifications:

- Must be local/available to Southern Westchester
- Proven experience in field organizing, volunteer management, or campaign operations.
- Strong proficiency with NGP VAN (MiniVAN, reports, list management) is essential.
- Excellent interpersonal, communication, and leadership skills.
- Ability to work evenings and weekends, often in diverse community settings.
- Passion for social justice, equity, or the organization's specific mission.