Systems Engineer | Job Description

Organizational Overview

The Advocacy Institute (AI) was created to support the legislative advocacy of social justice and movement-building organizations across New York State. Since our founding in 2013, we've helped hundreds of organizers and advocates engage in more efficient and effective legislative advocacy.

Advocacy Institute aims to embody the values of justice, equity and dignity for all people. We practice these values by supporting a culture of teamwork, feedback, and open communication among staff.

Role Overview

The Systems Engineer maintains AI's online tools and presence, keeps our data up-to-date, and develops new technology-based solutions for the complex challenges facing social justice advocates and organizers. The ideal candidate will be a collaborative mid-level engineer with experience using data and technology for social justice movements, elections, and/or government.

Essential Duties and Responsibilities

Data and Online Tools Management
- Maintain accurate, consistent data and a functioning database in Airtable+React for AI's Legislative Directory -- a searchable database of elected officials and their staff -- and AI's online tools portal
- In consultation with AI's Technology Advisor, maintain database structure and connection with the web-based interface
- Troubleshoot errors and problems in the system; Serve as the main "tech support" contact for users
- In consultation with AI's Technology Advisor and programmatic staff, manage the technology side of implementation new tools for advocates

Website and Analytics
- Maintain AI's website in Wordpress and make updates on the backend as needed, in consultation with other staff
- Track analytics for website and online tools, and provide actionable information for program staff to best serve advocates

Other Duties and Responsibilities
- Other duties, as assigned

Education and/or Experience
- 2-3 years experience managing data on technology-based projects for social justice movements, elections, or government
- Demonstrated ability to learn new platforms and fix underlying problems
- Experience with Airtable, React, Softr, Ruby on Rails, Heroku, CARTO, and WordPress preferred
- Experience working with graphic designers

Knowledge, Skills and Abilities

- Ability to synthesize requests and desires and translate them into working tools
- Excellent communication skills, including the ability to communicate effectively with non-technical audiences, and accept and respond to feedback
- Collaborative work style, and desire to be part of a team with staff and the Technology Advisor
- Ability to solve problems and manage multiple priorities simultaneously
- Commitment to examining one's own experience of privilege and oppression, and facility with giving and receiving effective feedback
- Knowledge of social justice organizations and advocacy in New York state preferred

Organizational Relationship

The Systems Engineer reports to the Deputy Director, and collaborates with other staff, consultants and partners as needed. The Systems Engineer works closely with the Technology Advisor, a consultant role designed to provide a technical thought partner, additional support and capacity, and limited supervision, to address the lack of technical expertise in other AI staff.

Physical Demands

- Must be able to spend 30+ hours per week using a computer (typing, being on video conferencing calls, etc.)

Location

Advocacy Institute uses a hybrid model of in-person and remote work. Employees are expected to be able to commute to in-person work in the five boroughs of New York City, and can expect 1-3 days of in-person work per week in 2022.

Work Environment

- Remote work is conducted at the employee's home office. A laptop computer and incidental supplies needed to accomplish remote work are provided by AI.
- In-person work will be conducted at shared office locations in New York City. Employees can expect elevator access, gender neutral bathrooms, and a bull-pen style desk arrangement with moderate noise and disruptions.

Time & Compensation

Full time position, starting as soon as the position is filled. Salary range is $85,000 to $95,000, based on experience. Competitive benefits package includes medical, dental, vision, 403b retirement account, 12 days vacation in the first year, and a two-week winter holiday.

Apply

Thank you for your interest in the Advocacy Institute! To apply, please submit an application package to search@advocacy-institute.org that includes the following:

- Resume
- Cover letter, including a response to the following question: "Why is it important for you to work at a social justice organization?"
- Technical portfolio (We are open to scheduling an opportunity to provide sample work if you are not able to share a portfolio due to confidentiality)

No calls please. Because of the high volume of anticipated applicants, we regret that we will be unable to respond to all submissions. Application deadline: Rolling, with anticipated start date of early 2022.

Equal Employment Opportunity: The Advocacy Institute is a fiscally sponsored project of Tides, an equal opportunity employer. We strongly encourage applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions. We encourage and will consider for employment qualified applicants with arrest and conviction records.

Applicants with Disabilities: Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. If you seek an accommodation, please advise in writing at the time you apply.