

Field Coordinator Job Description

Position: Field Coordinator

Reports To: Field Director / Campaign Manager

Type: Part-Time / Seasonal Contract

Location: Assigned County Hub (Davidson, Knox, Hamilton, or Shelby County)

Position Overview

The Field Coordinator oversees door-to-door voter contact across their assigned primary county and surrounding counties, when applicable. Primary responsibilities include recruiting canvass leads using existing volunteer networks and local parties, cutting turf, managing literature distribution, conducting weekly lead debriefs, and serving as a backup launch captain in their primary county when a lead is unavailable. On-site attendance at every canvass launch is not required.

Core Responsibilities

1. Lead & Volunteer Recruitment

- Recruit canvass leads and volunteers by tapping into existing campaign volunteer lists and coordinating with local county parties, Democratic clubs, and grassroots community groups.
- Build a reliable pipeline of local leads to run independent neighborhood launches.

2. Lead Management & Weekly Debriefs

- Hold structured weekly debriefs with leads to review contact numbers, address field challenges, and gather voter feedback.
- Ensure leads are fully equipped, scheduled, and prepared for their upcoming canvasses.

3. Canvass Coordination & Launch Support

- Coordinate weekly canvasses across assigned counties, ensuring leads have access to turf, lit, and tech.
- Step in to directly launch canvasses in the primary county when a local lead is unavailable.
- Manage operations remotely as needed—physical presence at every launch is not expected.

4. Turf & Tech Management

- Cut targeted walk and drive turf using Votebuilder.
- Ensure voter responses and contact data are accurately synced post-shift.

5. Literature & Supply Logistics

- Track and coordinate distribution of campaign literature to leads before scheduled shifts.

Basic Qualifications

- 1+ years of experience in campaign canvassing, voter contact, or community organizing.
- Proficiency with Votebuilder and MiniVAN.
- Strong communication skills for managing remote leads and coordinating with local party leaders.
- Reliable transportation and flexible weekend/evening availability.

County-Specific Focus Areas

1. Shelby County Field Coordinator

Primary Hub: Shelby County

Scope: Shelby County

- **Role Focus:** Oversee and coordinate multiple canvasses running simultaneously across Shelby County.
- **Lead Network:** Partner with local Shelby County clubs and community groups to maintain leads for each area.
- **Launch Backstop:** Step in to launch local Shelby canvasses in person only when a designated lead is absent.

2. Hamilton County Field Coordinator

Primary Hub: Hamilton County

Scope: Hamilton County + Bradley County Lead Support

- **Role Focus:** Coordinate Hamilton County canvasses in various neighborhoods/communities while supporting a dedicated Canvassing Lead(s) in Bradley County.
- **Local Partnerships:** Work closely with Hamilton and Bradley County local parties to recruit volunteer leads.
- **Launch Backstop:** Cover and launch Hamilton County canvasses directly if the local lead is unavailable.

3. Knox County Field Coordinator

Primary Hub: Knox County (Knoxville)

Scope: Knox, Blount, Sevier, and Anderson Counties

- **Role Focus:** Remote and local coordination of canvassing operations across all four counties.
- **Regional Pipeline:** Leverage Knox local groups and UT Knoxville networks to place canvass leads across Blount, Sevier, and Anderson Counties.
- **Launch Backstop:** Launch Knox County canvasses personally when a local lead cannot be present.

Please send your resume and cover letter to alex@greenforgovernor.com to apply.