



Community Field Fellow 2025-2026

The American Civil Liberties Union of Hawai'i ("ACLU-HI") works to dismantle systemic injustice and protect the civil liberties for all through legal, political, and educational efforts. The ACLU- HI is building a strong organizing team within its Community Engagement department and is seeking a self-motivated, talented candidate with experience in community organizing, outreach, advocacy, communications, and volunteer management to serve as our **Community Field Fellow**.

The ACLU-HI seeks an experienced organizer with initiative and strong interpersonal skills to mobilize and empower grassroots supporters across Hawai'i to achieve short- and long-term objectives in furthering the mission of the ACLU-HI. The Community Field Fellow will report directly to the Director of Community Engagement and work collaboratively with members of the executive, policy, development, and legal staff.

Position Overview

Title:	Community Field Fellow
Term:	1 year (opportunity for one-year extension based on funding)
Location:	Honolulu, Hawai'i
Deadline to Apply:	September 8, 2025 (or until position is filled)
Expected Start:	October 1, 2025 (or sooner)
Supervision:	Reports to the Director of Community Engagement
Classification:	Full-time, Exempt
Salary:	\$60,000 USD

Essential Job Functions

- Building the base of ACLU-HI supporters and volunteer leaders

- Develop and implement strategies to expand our base of supporters through recruitment, training, digital organizing, and ongoing engagement.
- Cultivate a supporter base that is empowered, connected, and can mobilize to take action and support the objectives of the ACLU-HI.
- Develop and implement training that builds the capacity of ACLU-HI members, supporters, and activists to become strong leaders, advocates, and messengers for protecting civil liberties and civil rights here in Hawai'i.

-Public Education and Communication

- Develop written and graphic materials to conduct community wide-training and education on current issues or campaigns.
- Organize and maintain distribution lists and databases for public engagement through ACLU-HI's digital tools and communications platforms.
- Integrate and use ACLU-HI's digital tools such as social media, newsletters, and graphic design platforms for use in public education and base building.

- Coalition and community advocacy movement-building

- Build coalition and community advocacy by developing relationships with allies and other groups who share in the objectives of the ACLU-HI.
- Develop opportunities for coalitions and allies to take action in support of ACLU-HI issues or campaigns.
- Provide support to current ACLU-HI coalitions and attend meetings when necessary.

Other Job Functions

- Provide management of interns and volunteers as needed.
- Perform other related duties as assigned by the Director of Community Engagement.

Qualifications

The successful candidate will possess many of the following qualifications and attributes. If you are excited about the position but unsure that you are qualified, we encourage you to apply.

- Demonstrated support of ACLU-HI's mission and values.
- Commitment to community and understanding of how to advance justice and other forms of equity in all aspects of the job.
- Knowledge and experience using Microsoft tools and other digital platforms such as Canva, Zoom, Instagram, Facebook, LinkedIn, and WordPress.
- At least (2) years of organizing experience (including paid or volunteer or school-related activism) in community engagement/field organizing, public engagement, and base building for issue-based or political campaigns.
- Excellent communication skills, both written and oral.
- Experience doing community engagement work, including canvassing, phone banking, and working with volunteers on outreach tactics.
- Strong public speaking and facilitation skills; willingness to speak in front of groups about a wide range of civil liberties and civil rights issues on behalf of the organization, and familiarity with guiding discussion amongst diverse groups.
- Ability to engage communities with diverse backgrounds, knowledge bases or strategic priorities, including ACLU-HI supporters, volunteers, and coalition partners and community groups, with enthusiasm, professionalism, empathy and respect.

- Exceptional interpersonal and relationship-building skills and experience working with partners to collaboratively achieve common goals, build trust, share responsibility and credit, and navigate and resolve conflict.
- Ability to think proactively, anticipate and analyze challenges, cope and respond strategically to stressful situations, and take initiative to change course quickly when required.
- Extremely strong project and time management skills, including developing and adhering to timelines and deadlines, tracking progress on goals, and managing and prioritizing multiple responsibilities.
- An absolute commitment to the highest ethical and professional standards.

Preferred Qualifications

- Working knowledge of Hawaii's political, social, and cultural landscapes.
- Familiarity with the ACLU's work and impact, both statewide and nationally.
- Demonstrated commitment to civil rights, civil liberties, and the ACLU-HI mission.
- Commitment to social change through building the capacity and power of marginalized people to support their communities and to participate directly in changing public policies.
- A positive, professional attitude with sound judgment, flexibility, determination, and good humor in a fast-paced, sometimes high-pressure office.
- Knowledge of and familiarity with organizing and advocacy software and tools; experience with EveryAction and VAN/CAN is a plus.

Working Conditions

- Exempt employees should be reachable Monday-Friday, 8:30 a.m. to 5:30 p.m., with a minimum of three days a week in-office with option of two days a week remotely.
- The following physical demands and work environment conditions represent those required and encountered by an employee to perform essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions:
 - Input information into a computer for long periods of time
 - Periodically work extended hours, including evenings, weekends, and holidays
 - Travel across the state of Hawai'i as needed

Benefits

- **Time-Off:**
 - Staff receive 14 days off for holidays, 5 floating holidays per calendar year, 18 paid-time-off days their first year; 24 days their second and third year; and 30 days in their fourth year and beyond. After year four, employees qualify for paid sabbatical leave.

- **Insurance**

- 100% paid employer-provided health insurance (medical, dental, drug and vision); long-term disability; defined contribution plan with employer match.

- **Family & Medical Leave**

- 16-weeks of paid time-off per eligibility year to care for a newborn child, adopted child, or parent with medical needs, as defined by the relevant policy.

- **Professional Development**

- Budget permitting, staff will receive one paid opportunity to travel off-island for an approved professional development convening, per fiscal year.

How to Apply

1. Email these materials to jobs@acluhawaii.org with “**Community Field Fellow**” in the subject line.
2. Cover Letter (maximum: 2 pages)
 - a. How do your experience and skills qualify you for this position?
 - b. Why are you interested in working at the ACLU of Hawai‘i?
3. Resume or CV (maximum: 2 pages)
4. Two Writing Samples (maximum: 10 pages each)
5. Three References (two must be former supervisors)
 - a. For each, include: name, job title, direct phone number, and email address

ACLU-HI undertakes inclusive strategies in its recruitment efforts to assure persons with disabilities have full opportunities for employment. We encourage applicants with disabilities who may need accommodations in the application process to contact hr@acluhawaii.org.

The ACLU of Hawai‘i is an equal opportunity employer. We value a diverse workforce and an inclusive culture. It is our policy to employ qualified people without regard to: ethnicity; race; color; religion; sex; national origin; age; ancestry; disability; sexual orientation; veteran’s status; marital status; civil union status; arrest or court record; citizenship; credit history; genetic information; gender identity or expression; status as a victim of domestic violence, sexual violence, or stalking; or any other characteristic protected under federal or state law.