Job Roles for Indivisible Bainbridge Island

Flyer distributor

Monthly for one hour.
Pick up flyers to deliver to noticeboards in Winslow, Lynwood and the complex around Safeway.
Emphasizing grocery stores because they have the most visitors.

Writers

Monthly for 2 hours.
Summarize an upcoming event or write up minutes from a past event.
Or
Summarize an issue that we are tackling for the Web site.
Or
Summarize our goals and actions to achieve an initiative.

Web developer

Monthly for one hour.
Simple text edits on the site.
Or
Adding technical functionality to enrich the site.

Policy person

Weekly for half an hour.
Prepare a weekly checklist of which calls, faxes or emails to do that will be emailed out to the email subscription list.

Web site / flyer critic

Monthly for half an hour
Check event flyers and web site for efficiency and spelling: broken links, missing info, etc.

Event planner 1

Monthly for 4 hours.
Find a venue.
Find a speaker.
Make a press release for the event.
Write the agenda.

Event planner 2

Monthly for 4 hours.
Email the press.
Produce flyers and call community groups.
Post on Facebook and pass flyers to flyer poster.

Post events from FB to site

Weekly on Saturday for 1 hour.
Cut and past events from the Facebook group to the website.

Run a meeting

Be given an agenda and introduce speakers.
PA system provided.

Maintain Contacts for environmental issues

Maintain Contacts for health issues

Maintain Contacts for immigration issues

Maintain Contacts for voting issues

Enable us to contact local groups to organize initiatives and events quickly. For example, it would have been nice to work closely with immigrant groups and Black Lives Matter groups on setting up the vigil: it could have drawn more people and had more impact.
Research and maintain the ability to quickly contact 5 local groups or organizations that relate to the issues by making sure that you have the phone number of a key person in them.