



Field Manager Job Description

Organization Overview

Engage Miami is a 501c(4) organization. Our mission is to build a more just, democratic, and sustainable Miami by developing a local culture of civic participation for young people that is bold, creative, and impactful. We make sure young voters are registered, engaged, and ready to go vote, lead local organizing and advocacy efforts, and provide the in-depth civic information and leadership development we need to influence our future. We are an affiliate of the Alliance for Youth Organizing a national network of local groups helping America's biggest & most diverse generation take our seat at democracy's decision-making table.

Job Summary

The Field Manager will coordinate and manage our local electoral campaign to increase youth turnout and meet metric goals. They are responsible for hiring, training and managing canvassers, tracking metrics and evaluating performance and progress to goal, ensuring quality control, and working with the organizing team to carry out our overall electoral campaign. They will be a key part of developing and executing strategies to mobilize young voters. The position will report to the Organizing Director.

Job Activities

- Plan and execute data-driven field campaigns to meet or exceed our voter engagement goals
- Schedule, manage and coach field team and canvassers in execution of large scale voter registration and turnout program targeting young voters
- Manage data and performance tracking systems, including reporting updates to Organizing Director
- Deliver canvassing and field trainings to canvassers, fellows, volunteers. etc
- Establish a strong professional culture for the field team focused on accountability, specific goals, drive, innovation, consistency and sense of

purpose

- Carry out the quality control component of our voter registration program, at times working with a Quality Control Coordinator
- Relay information and needs to the rest of the team to develop communications materials
- Contribute to overall campaign strategy and planning, and strategic decision-making
- Relevant Software & Tools
 - Google Apps
 - Laptop
 - VAN
 - Car and Phone

Qualifications and Skills

- Proven track record in developing and/or implementing political, field and/or canvass campaigns
- At least two cycles experience in field campaigns, with leadership experience preferred
- Commitment to Engage Miami's mission and the organization's values, goals and objectives
- An authentic, grounded person with a strong sense of why they organize, and a deep commitment to building power for young people in Miami
- Highly accountable
- A highly organized person with high attention to detail
- Able to work independently, as part of a team and under pressure
- A resourceful, creative problem-solver and solutions-finder
- Proven leadership and supervisory skills
- Strong communication and interpersonal skills
- Experience growing up in, or working in, diverse communities or a diversity of communities
- Willingness to work nontraditional hours on a regular basis & campaign hours during election season
- A valid driver's license and reliable transportation. Travel is required throughout South Florida

To apply, please provide a resume, three references and cover letter with contact information to Gilbert Placeres at gilbert@engage.miami, with subject: Field Manager Application. Applications will be accepted on a rolling basis. Priority deadline is July 31.

Engage Miami and Engage Miami Civic Foundation are equal opportunity employers. We welcome applications from all, and strongly encourage women, people of color, people with disabilities, immigrants, refugees and members of the LGBTQ community to apply.
