



Voter Engagement Program Manager

Position Status: Full-Time
Compensation: \$47,500 - \$55,000
Location: Miami, Florida
Reports to: Director of Voter Engagement

About Engagement

Engage Miami builds civic equity and power through voter activation, civic education, leadership development, and local and state issue organizing. We center young voters and leaders ages 16-35, building young people's political power in majority Black and Latinx communities. 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.

Job Description

The Field Manager is responsible for the day-to-day management of the Voter Engagement Program. They will hire, train, and manage canvassers and other field staff. They will own tracking metrics, evaluating performance and progress to goal, ensuring quality control, and working with the Voter Engagement team to carry out our overall electoral campaign. They will be a key part of executing strategies to mobilize young voters, including but not limited to: Voter registration, canvassing, phonebanking, door knocking, and volunteer recruitment and engagement. They will assist in member recruitment as needed and be a representative of Engage Miami on college campuses and the community. The position will report to the Director of Voter Engagement.

Job Activities

- Manage the day-to-day of voter engagement field program (including canvassers)
- Execute data-driven field campaigns to meet or exceed our voter engagement goals
- Deliver canvassing and field training to canvassers, fellows, volunteers, etc.
- Schedule, manage, and coach field team and canvassers to facilitate the execution of a large scale voter registration and turnout program targeting young voters
- Manage data and performance tracking systems for the purpose of reporting progress to goal with the assistance of the Data team
- Establish a strong professional culture for the field team focused on accountability, drive, innovation, consistency, and sense of purpose
- Carry out the quality control component of our voter registration program
- Relay necessary information from the field to all appropriate departments, more specifically the communications and membership team.



Qualifications and Skills

- Experience managing team members for effectiveness and equity
- Experience developing and/or implementing political, field, and/or canvass campaigns
- A resourceful, creative problem-solver with proven leadership and supervisory skills outside of a campaign setting
- 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
- A highly organized person with attention to detail who is able to work independently
- Strong communication and interpersonal skills
- Comfort working with complex tracking systems and commitment to data integrity
- 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 (Miami-Dade to Palm Beach)

Nice to Haves

- VAN and EveryAction knowledge
- Knowledge of South Florida with experience working in diverse communities/ Well-connected with community groups
- Fluent in Spanish or Haitian Creole
- Passion for progressive activism and civic engagement
- Knowledge of local politics/understanding of Florida's political landscape

Individuals who are Black, indigenous, immigrants, or people of color, and LGBTQ+ individuals are strongly encouraged to apply. All ages are encouraged to apply. Engage Miami is an equal opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, veteran status, or any other class protected by law. Assistance and/or reasonable accommodations during the application process are available to individuals upon request.

Benefits include: health, dental and vision insurance, generous PTO, flexible remote work policies, and a technology and wellness stipend.

To apply, please provide a resume, three references and cover letter with contact information to Gracey Jean-Bernard at gracey@engage.miami with subject: **Voter Engagement Program Manager Application**. Applications will be accepted on a rolling basis.