



Engage Miami Quality Control Coordinator

Compensation: \$22.00/hr - \$24.00/hr
Location: Miami, Florida
Position Status: Part-time (25-32 hrs/week), temporary
Reports to: Voter Engagement Program Manager

ABOUT ENGAGE

Engage Miami builds civic equity and power through voter engagement and local and state issue organizing, as well as civic education and leadership development. 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 Florida by developing a local culture of civic participation for young people that is bold, creative, and impactful.

Job Description

Engage Miami is seeking a Quality Control Coordinator to join our team through the November elections. The Quality Control Coordinator will oversee compliance, data entry, and quality control for our voter engagement program during the 2022 cycle. They handle all voter registration and pledge form entry through our online data management tools and ensure compliance, conducting any necessary follow up. This role will help maintain and update our voter registration data and documentation and support additional data input and clean up needs. The ideal candidate is highly organized with extreme attention to detail and is able to prioritize tasks to meet internal and external deadlines. The position is through the 2022 General Election, and must be available in person Monday - Thursday, with some flexibility to accommodate employee scheduling needs. Proof of vaccination is required if hired.

Core responsibilities will include:

- Process and manage voter registration forms and packets, recording forms signed out and forms submitted and accurately tracking voter registration packets
- Visually inspect voter registration forms, upload packets in Blocks, and assist in the flag resolution process
- Conduct follow up on data and quality control needs, communicating and coordinating with the appropriate staff to ensure they are resolved
- Ensure systems maintain the highest standards of integrity, form completion, and data quality
- Work closely with relevant staff to ensure all forms are submitted on time and any issues are resolved in a timely manner
- Support data entry and cleaning of pledge forms, survey, and event data in our online data management systems

Qualifications

- Prior experience with data entry processes and tools such as VAN is preferred
- Past experience with voter registration and voter engagement including canvassing and direct voter contact is preferred
- Willing to accurately conduct quality control and data entry processes including phone call follow up as needed
- Highly organized, detail-oriented, and reliable with responsible and timely communication with staff and partners
- Able to independently follow through on task completion with eye for accuracy, and compliance with legal and internal requirements
- Committed to Engage Miami's mission as well as enthusiasm for working in a young people-centered environment

APPLICATION INFORMATION

To apply, please provide a resume with contact information to Gracey Jean-Bernard at gracey@engage.miami with subject: Quality Control Application. Applications will be accepted on a rolling basis.

Individuals who are Black, Indigenous, Latinx and people of color, individuals with disabilities, 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.