



# Voter Engagement Coordinator

Position Status: Full-time, seasonal (through November 2022)  
Compensation: \$45,000 - \$50,000  
Benefits: Employer provided health/dental/vision insurance, PTO, mileage reimbursement, and telecom stipend  
Location: Miami-Dade, Broward, Palm Beach  
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 hiring Voter Engagement Coordinators for our 2022 direct voter contact and civic engagement program. Voter Engagement Coordinators will be responsible for managing a team of canvassers and will lead in meeting voter engagement goals in their region, on and off campus. The program seeks to engage with local voters on the phone, on campuses, at events, and door-to-door. Coordinators will coordinate the day-to-day of canvassers assisting voters with registering to vote, signing up for Vote by Mail, pledging to vote, as well as with other civic engagement activities. Ideal candidates are highly organized, dependable self-starters, thrive off of person-to-person contact, and are passionate about youth voter engagement. The position is through the 2022 General Election and requires travel between campuses and canvass sites, with mileage reimbursed. We are seeking Coordinators in Broward, Palm Beach, and Miami-Dade counties.

### **Role and Responsibilities:**

- Conduct voter outreach through voter registration, pledge to vote, issue ids, vote-by-mail sign up, voter education, and GOTV and manage team of canvassers in meeting regional goals
- Assist Program Manager with the day-to-day of canvassing program such as scheduling and site coordination
- Coordinating supply drop-off/pick up as well providing on site training and management support
- Provide direct assistance and support to the quality control and data teams
- Establish a strong professional culture for the field with goal-orientation, drive, innovation, consistency, compassion, and sense of purpose
- Provide key civic engagement information about signing up to vote and elections through tabling, door to door canvassing, phone banking class raps, and other direct voter contact methods
- Ensure canvass team meets goals for voter registration and engagement
- Recruit, train, and manage volunteers and support Fellowship program as needed
- Host, manage, and attend local voter engagement events as a representative of Engage Miami



## **QUALIFICATIONS**

- One cycle of direct voter contact (voter registration & door-to-door) experience
- Excellent interpersonal and leadership skills; successful at motivating staff to meet recruitment and voter contact goals
- Demonstrated ability to resolve conflicts while maintaining effective relationships
- Effective time management skills, including prioritizing and managing multiple tasks, and demonstrated experience in developing campaign and personal work plans and goals
- Ability to share accurate, compelling information to help our community be more civically engaged
- Ability to exercise judgment and discretion and prioritize organizational goals and compliance needs
- Strong communication skills and friendly personality
- Comfortable and confident talking to people of diverse backgrounds out in the community or on the phone
- Fluency in English and Spanish or Haitian Kreyol is preferred
- Reliable transportation within South Florida
- Proof of Covid vaccination required

To apply, please provide a resume with contact information to Gracey Jean-Bernard at [gracey@engage.miami](mailto:gracey@engage.miami) with subject: Voter Engagement Coordinator Application. Applications will be reviewed and invited to interview 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.