



Engage the Vote Campus Coordinator

Position Status: Full-time, Temporary
Compensation: \$45,000 - \$50,000
Benefits: Employer provided health, dental, and vision insurance
PTO
Monthly Well-being and Telecom Stipend
Mileage reimbursement
Location: Miami-Dade, with travel across South Florida
Reports to: Student 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 an Engage the Vote Campus Coordinator for our 2022 student voter engagement programming. The Engage the Vote Campus Coordinator will be responsible for recruiting and managing Engage the Vote Fellows, supporting volunteer and canvass programs, conducting faculty outreach and class presentations, coordinating campus events, and meeting voter engagement goals on campus, including voter registration, pledge to vote, and volunteer recruitment. Ideal candidates are highly organized, dependable self-starters, strong communicators, thrive off of person-to-person contact, are goal and detail oriented, and are passionate about youth voter engagement. The position is through the 2022 General Election and requires travel between campuses.

Role and Responsibilities:

- Conduct student voter outreach through voter registration, pledge to vote, issue IDs, vote-by-mail sign up, voter education, and GOTV, and manage a team of fellows in meeting program goals
- Assist Program Manager with the fellowship program by supporting scheduling, site coordination, weekly fellowship meetings and training
- Coordinating program and form supply drop-off and pick up
- Provide on site training and management support to fellowship cohort & ensure that fellows meet goals for voter registration, pledges, events, and volunteer recruitment
- Provide direct assistance and support to the quality control and data teams through metrics tracking and voter registration form collection
- Establish a strong campus program culture with goal-orientation, drive, consistency, compassion, and purpose
- Provide key voter engagement information about voter registration and elections through tabling, events, class presentations, and other direct voter contact
- Recruit, train, and manage student volunteers
- Conduct outreach and coordinate with campus faculty and staff including scheduling and conducting class presentations
- Host, manage and attend campus voter engagement events as a representative of Engage Miami



QUALIFICATIONS

- Experience working with college students and campus administration and faculty
- Strong communication skills, able to deliver voter education accurately and compellingly and communicate effectively with faculty, staff, and students
- Effective leadership skills, able to motivate, train, and coach fellows and volunteers to meet program goals
- Strong organization skills, including the ability to track metrics, create schedules, and efficiently coordinate presentations and events
- Solutions orientation, committed to problem-solving, adaptability, and ownership of goals
- Effective time management skills, including prioritizing and managing multiple tasks
- Ability to share accurate, compelling information to inform student voters and create a culture of voter engagement on college campuses
- Ability to exercise strong judgment and prioritize organizational goals and compliance needs
- Comfortable and confident talking to people of diverse backgrounds and committed to equity
- Fluency in Spanish or Haitian Kreyol is preferred
- One cycle of direct voter engagement experience is preferred
- Willing to travel between campuses and office with reliable transportation
- Proof of Covid vaccination required

To apply, please provide a resume with contact information to Gracey Jean-Bernard at gracey@engage.miami and CC Briyana Joseph at bri@engage.miami with the subject: “Engage the Vote Campus Coordinator Application.” Applications will be reviewed on a rolling basis with a desired start date as soon as possible.

Individuals who are Black, Indigenous, or 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.