



Engage the Vote Coordinator

Position Status:	Full-time, Temporary
Compensation:	\$49,400.00 - \$54,400.00
Benefits:	Employer-provided health/dental/vision insurance, PTO, and mileage reimbursement
Location:	Various locations across Miami-Dade County and South Florida as assigned
Reports to:	Voter Engagement Program Manager

ABOUT ENGAGE

Engage Miami builds civic equity and power through voter engagement 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 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 Coordinator for our voter engagement programming. The Engage the Vote Coordinator will be responsible for managing a team of ambassadors and will lead in meeting our voter engagement goals.

The program seeks to engage with young people through voter registration, phone banking, and door-to-door efforts. Coordinators will coordinate the day-to-day activities of ambassadors including registering voters, requesting their Vote-by-Mail ballot, and pledging to vote, as well as with other civic engagement activities including conducting direct voter outreach, volunteer recruitment and engagement, and events on and off campus. Ideal candidates are organized, dependable, thrive off of person-to-person contact, and are passionate about youth voter engagement.

We are seeking a Coordinator to lead and support a group of ambassadors in various locations on and off campus through Miami-Dade County and South Florida as assigned. Candidates must be available to work full-time, and willing to work some evenings and weekends as needed. The position will be part of our 2023 - 2024 General Election voter engagement programming and requires travel between canvass sites, with mileage reimbursed.

ROLE AND RESPONSIBILITIES

- Supervise, manage, and support a team ambassadors working in Miami-Dade County and across South Florida
- Lead in supporting the coordination and implementation of Get Out the Vote efforts including but not limited to voter registration, door-to-door canvassing, and phone banking
- Ensure ambassadors meet daily, weekly, and monthly voter registration and engagement goals
- Assist Program Manager and Voter Engagement team with the day-to-day operations of the ambassador program such as scheduling, training, and site coordination
- Assist Program Manager and Voter Engagement team with the week-to-week planning and leading the ambassador program



- Coordinate and support supply drop-off/pick up as well as provide on-site training and management support
- Ensure compliance with federal and state laws regarding voter registration and voter engagement
- Provide direct assistance and support to the Quality Control and Data teams
- Provide key civic engagement information about signing up to vote and elections through tabling, event planning, door-to-door canvassing, phone banking, class raps, and other direct voter contact methods
- Host, manage, and attend local voter engagement events as a representative of Engage Miami

QUALIFICATIONS

- Experience with voter contact such as voter registration and canvassing or comparable experience engaging with members of the community in civic engagement programming
- Comfortable and confident speaking with and leading people of diverse backgrounds in the community or on the phone
- Successful at motivating and holding staff accountable in meeting programmatic goals
- Effective time management skills, including prioritizing and managing multiple tasks
- Excellent communication and problem-solving skills, including timely responses
- Ability to share accurate information to help our community be more civically engaged
- Ability to exercise judgment and discretion and prioritize organizational goals and compliance needs
- Ability to travel to and between various locations including college and university campuses on a daily basis
- Proof of Covid vaccination is required, unless exemption is requested.
 - o Medical or Religious exemptions should be requested in writing and sent to ops@engage.miami. Please provide a summary of why you are requesting an exemption to the vaccine requirement. If the reason is medical, please include documentation from a healthcare provider. If the reason is religious, please share your sincerely held religious belief and be prepared to connect us with a religious leader for further explanation if requested.

Applications will be reviewed and invited to interview on a rolling basis until the position is filled.

To apply, email hiring@engage.miami. Please put in the subject line **Full name/Engage the Vote Coordinator Application** and include in your email, your resume and a brief statement (*no more than 5-7 sentences*) sharing why you are interested in the position and believe you would be a strong applicant in helping us increase civic participation amongst young people. Alternatively you may attach a video or audio file sharing your responses to these prompts.

Individuals who are Black, Indigenous, Latinx, 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.