



# Data and Quality Control Coordinator

Position Status: Full-time, Temporary, exempt  
Compensation: \$49,400.00 - \$54,400.00  
Benefits: Employer-provided health/dental/vision insurance, PTO, and mileage reimbursement  
Location: Across Miami-Dade County and South Florida as assigned  
Reports to: Democracy Programs Director

## **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 actively seeking a committed Data and Quality Control Coordinator to join our team and focus on voter registration and engagement. As a Data and Quality Control Coordinator, you will be responsible for executing Engage Miami's quality control process to ensure accurate voter engagement data and internal and external compliance. You will contribute to efficient data entry, execute data management processes, and support voter engagement training as needed. Your role will be crucial in maintaining our quality control standards and supporting our pursuit of voter engagement goals. You will occasionally also assist in voter registration, phone banking, and door-to-door efforts. The position is full-time, and the candidate must be willing to work some evenings and weekends. This position must be predominantly an in-person role based out of our Miami office as part of our 2023-2024 voter engagement program, and will at times involve traveling between canvass sites, with mileage expenses reimbursed.

## **ROLE AND RESPONSIBILITIES**

- Ensure accurate, compliant and complete data entry in a timely manner by executing data collection, tracking, and cleaning, including voter registration and conducting data entry for voter engagement team efforts
- Conduct visual examinations of voter registration forms and scan and redact relevant documents collected during voter registration process
- Support training to address and resolve flags identified with quality control and implementation of best practices and internal guidelines
- Conduct follow up on data and quality control needs, communicating and coordinating with the appropriate staff to ensure they are resolved
- Report key metrics for internal and external stakeholders and provide summaries of voter registration data quality



- Assist with departmental needs and support colleagues as requested to ensure highly efficient operations relating to civic engagement, voter registration, and team management
- Ensure systems maintain the highest standards of integrity, form completion, and data quality in compliance with federal and state laws regarding voter registration and voter engagement
- Attend and participate in local voter engagement events as a representative of Engage Miami, and support with direct voter contact as requested, including canvassing, events, phone banking, text banking, volunteer outreach etc.
- Support data entry pledge forms, survey, and event data in our online data management systems, providing reports and summaries as requested

### **QUALIFICATIONS & SKILLS**

- Committed to Engage Miami's mission and programmatic success as well as enthusiasm for working in a young people-centered environment
- Commitment to compliance, confidentiality, and ethical conduct in managing voter engagement and organizational data
- High level of attention to detail, the ability to work well under pressure, and deadline driven, with excellent communication skills to address and resolve concerns as they arise
- Ability to independently follow through on task completion with eye for accuracy, and compliance with legal and internal requirements
- Prior experience with data entry processes and tools such as VAN is preferred, able to quickly learn database systems, and facility with workbooks including Google Sheets, as well as software such as Adobe, and technology such as printers and scanners
- Past experience with voter registration and voter engagement including canvassing and direct voter contact is preferred
- Comfortable working in an office environment while carrying out data entry and conducting quality control processes
- Effective time management and problem-solving skills, including prioritizing and managing multiple tasks
- Ability to share accurate information and reporting as requested and to engage with external stakeholders as requested
- Willing to accurately conduct quality control and data entry processes including phone call follow up as needed
- Ability to exercise judgment and prioritize organizational goals and compliance needs
- Strong reliability and responsibility, with excellent follow through and timeliness
- Ability to shift between physical and online forms of data tracking, and consolidate both in an accessible format
- Ability to travel to and between various locations such as canvass sites and campuses as well as willingness to support direct voter engagement in person, including canvass efforts
- Must be eligible to handle voter registration forms in the State of Florida

Applications will be reviewed and invited to interview on a rolling basis until the position is filled with a priority deadline of **November 1, 2023**.



To apply, email [hiring@engage.miami](mailto: hiring@engage.miami). Please put in the subject line **Full name/Data and Quality Control Coordinator Application** and include in your email your resume as a pdf attachment 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. 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.*