



Engage the Vote Senior Field Manager

Position Status:	Full-time, Exempt, Temporary (through 2024)
Compensation:	\$65,000.00 - \$75,000.00
Benefits:	Employer-provided health, dental, and vision insurance, generous PTO, and mileage reimbursement
Location:	Miami
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 currently seeking a Senior Field Manager to manage and implement our youth voter engagement programming for the 2024 cycle. The Senior Field Manager's responsibilities include coordinating and managing our 2024 electoral field program and campaigns that aims to increase youth participation in the voting process and meet established metric goals. Responsibilities include staff onboarding, training, and management; drafting field plans and tracking progress toward goals; ensuring tech, tools, and data processes are implemented correctly through quality control; and working closely with the Voter Engagement team to execute effective programs at scale throughout South Florida as well as statewide. The position is full-time, the willingness to work some evenings and weekends is required. This position must be predominantly an in-person role based out of our Miami office as part of our 2023-2024 General Election voter engagement program. Excellent candidates will have significant electoral field experience, strong management, ability to work with data systems, a commitment to nonprofit, nonpartisan legal compliance, a drive to support the team and achieve shared objectives, and a passion for youth voter engagement and mobilization.

ROLE & RESPONSIBILITIES

- Design and implement data-driven field plans to meet or exceed our voter engagement goals
- Manage the hiring, training, management, and scheduling of canvass staff for equity and effectiveness
- Provide strategic, data-driven input to maximize field capacity, catalyze youth voter engagement, and increase impact
- Manage performance tracking systems, including reporting updates to track progress in voter contact universes, staff and volunteer metrics, and accountability and quality control indicators
- Establish a strong professional culture for the field team focused on accountability, specific



- goals, drive, innovation, consistency and sense of purpose
- Oversee quality control component of our voter registration program, managing data staff as requested, and ensuring compliance with all relevant laws
- Facilitate communication between the field team and other departments as needed to coordinate effectively
- Leverage innovative voter contact tools and integrate them into the field plan including but not limited to VAN and EveryAction, phonebanking, relational organizing, and textbanking tools, providing training and ensuring integration into the overall program
- Additional duties as assigned

QUALIFICATIONS & SKILLS

- Commitment to Engage Miami's mission and the organization's values, goals and objectives, including voter registration, voter education and get out the vote efforts centering young people
- Experience training, supporting, and managing staff in an electoral or community engagement capacity
- Proven track record in planning and implementing political, field and/or canvass campaigns
- At least two cycles experience in field campaigns, with leadership and management experience preferred
- Proficiency using data systems for electoral canvassing and organizing, such as VAN, Google Sheets, or EveryAction
- An authentic, grounded person with a strong sense of why they organize, and a deep commitment to building power for young people in South Florida
- Highly organized, dependable, with high attention to detail
- Ability to work independently as well as a part of a team and to advance ambitious, metric-driven goals in an during high intensity electoral context
- A resourceful, creative problem-solver and solutions-finder with proven leadership and supervisory skills
- Strong communication, emotional responsibility, and interpersonal skills
- Commitment to equity and effectiveness, and able to work in diverse communities
- Willingness to work nontraditional hours when needed and campaign hours during election season
- A valid driver's license, ability to collect voter registration forms in the State of Florida, and reliable transportation with willingness to travel between canvass locations when needed

Applications will be reviewed and invited to interview on a rolling basis until the position is filled with a priority deadline of **November 10, 2023**.

To apply, email hire@engage.miami. Please put in the subject line Full name/ Senior Field Manager 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 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.