



Engage the Vote Campus Coordinator

Position Status: Full-time, Temporary
Compensation: \$50,000.00 - \$55,000.00
Benefits: Employer provided health/dental/vision insurance, PTO, mileage reimbursement, and telecom stipend
Location: South Florida, Miami office
Reports to: Democracy Programs Director

ABOUT ENGAGE

Engage 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. As a civic and political education leader, Engage strengthens a culture of locally driven democratic participation of diverse communities, builds power to implement change, and works to advance a young people-led issue agenda that protects and invests in our communities.

JOB DESCRIPTION

Engage is hiring a Engage the Vote Campus Coordinator for our 2024 campus engagement programming. The Engage the Vote Campus Coordinator will be responsible for strengthening campus engagement including volunteer programs, interfacing with faculty and departments, supporting events, and managing a team of fellows and will be the primary lead in meeting Engage's voter engagement goals on campuses across South Florida. In this capacity, Campus Coordinators will orchestrate the day-to-day activities of fellows, empowering them to assist with voter registration, encourage participation in Vote by Mail, secure pledges to vote, and foster civic engagement through diverse initiatives such as in-person gatherings, virtual phone banking, and canvassing efforts.

We are in search of individuals who are organized, reliable, and take initiative. Ideal candidates thrive on interpersonal connections and possess an unwavering dedication to advancing youth voter engagement and executing Engage's programmatic goals. This position extends through the 2024 General Election and entails travel between campuses and canvassing locations, with mileage expenses covered. We are particularly interested in candidates who can travel between Broward, Palm Beach, and Miami-Dade counties.

Role and Responsibilities:

- Conduct voter outreach support through voter registration, pledge to vote, issue ids, vote-by-mail sign up, voter education, and GOTV on college campuses
- Train and coordinate a team of student fellows in meeting metric goals, coordinating schedules, planning events, and providing leadership development and coaching
- Support planning and execution of weekly goals, meetings, and active support of fellowship program, ensure fellows meet goals for voter registration, pledge collection, class raps, volunteer programs, and other voter engagement initiatives
- Coordinate supply drop-off/pick up as well as provide on site training, supervision, and management support



- Provide direct assistance and support to the quality control and data teams as needed
- Establish a strong professional culture for programs and fellows 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, event planning, door to door canvassing, phone banking, class presentations, and other direct voter contact methods
- Recruit, train, and manage campus volunteers with strong tracking and support for training in tactics and tools
- Coordinate outreach as requested with campus partners, including faculty and staff, to ensure strong relationships, alignment, and mutually beneficial planning
- Host, coordinate manage, and attend local indoor and outdoor voter engagement events as a representative of Engage

QUALIFICATIONS

- Familiarity with campus environments and ability to build and maintain relationships with campus partners and students and commitment to nonpartisan voter engagement
- Effective time management skills, including prioritizing, and managing multiple tasks
- Excellent communication and problem-solving skills, including timely responses and taking initiative to support team goals
- Ability to share accurate, compelling information to help our community be more civically engaged, willingness to jump in and demonstrate effective voter registration, education, and canvassing with a hands on approach
- 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, arriving on time and responsible for coordination transportation to locations and shifts with strong communication with team members
- Experience with voter contact such as voter registration and canvassing or comparable experience engaging with members of the community in nonpartisan 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 team members accountable in meeting programmatic goals, developed soft skills with willingness to coach, train, and actively engage team members

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 Campus 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.