



Engage the Vote Field 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: 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. 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 Miami is hiring an Engage the Vote Field Coordinator for our voter engagement programming. The Engage the Vote Field Coordinator will be responsible for managing a field team of canvassers 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. Field Coordinators will coordinate and assist with the day-to-day activities of canvassers 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 college and university campuses. Ideal candidates are organized, dependable, thrive off of person-to-person contact, and are passionate about youth voter engagement.

We are seeking a Field Coordinator to lead and support a group of canvassers in various locations on and off campus through Miami-Dade County and South Florida as assigned, including Broward and Palm Beach counties based on availability. Candidates must be available to work full-time in the field, and willing to work some evenings and weekends as needed. The position will be part of our 2024 voter engagement programming and requires travel between canvass sites, with mileage reimbursed.

ROLE AND RESPONSIBILITIES

- Supervise, manage, assist, and support a team of canvassers working across South Florida
- Lead in supporting field coordination and implementation of Get Out the Vote efforts including but not limited to voter registration, door-to-door canvassing, and phone banking
- Ensure canvassers 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 canvassers program such as scheduling, training, and site coordination and implementation



- Assist Program Manager and Voter Engagement team with the week-to-week planning and leading the canvassers program
- Coordinate and support supply drop-off/pick up as well as provide on-site training and 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, developed soft skills with willingness to coach, train, and actively engage team members in a variety of tactics and using multiple tools, such as VAN, phonebanking, etc. with training provided
- 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 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

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

To apply, email hire@engage.miami. Please put in the subject line **Full name/Engage the Vote Field 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.