



# **Miami-Dade Lead Organizer Job Description**

## ***ABOUT ENGAGE***

Engage Miami and Engage Florida build youth civic engagement, power, and equity in Florida. As a leader in civic and political education, 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 seeks an experienced and effective Miami-Dade Lead Organizer to advance the Young People's Priorities platform locally and build an active, committed, and organized membership base in Miami-Dade County. This position will be dedicated to membership recruitment, leadership development, and support for campaigns such as local elections and budget advocacy. This position will be responsible for conducting one-on-ones, community canvassing and outreach, supporting and facilitating meetings and events, developing member leadership, and conducting trainings on tactics and strategy.

The Miami-Dade Lead Organizer must come with developed and sharp political analysis particularly at the local level and willingness to deeply understand and incorporate Engage Miami's strategic approach to organizing. This position is not for idealists who only dream about how the world should be; it is for a builder, a strategist, and an executor who is willing to organize in the reality of how things are to shift power where it matters.

A strong candidate will have the ability to build relationships with, train, and develop members, will come with demonstrated experience in community organizing and base building, and deep respect and personal responsibility to executing the technique and craft of the work, sweating the details and 'getting' the big picture. The Miami-Dade Lead Organizer must be a team player, have emotional responsibility and resilience, be a fast learner rapidly incorporating feedback, and willing to develop themselves in service of building a base and contesting seriously for local power. Additionally, the Miami-Dade Lead Organizer must not be afraid of data, workbooks, metrics, knocking on doors, or talking to new people, and cannot be afraid of power analysis, assessment, or judgment calls, with pro-leadership attitudes and a deep desire to build an organized base with a defined scope and methodology to develop member leadership and collective power at the local level.



## **ROLE AND RESPONSIBILITIES**

### **Membership Development**

- Conduct member recruitment, including events, email outreach, phone calls, text banking, and one-on-ones with prospective members, as well as supporting member-led recruitment strategies. Identify potential member leaders, providing coaching and mentorship and co-create structured pathways for taking increased responsibility within the organization and member base coupled with strong training and guidance to negotiate individual member empowerment with collective power building and power analysis.
- Lead member orientations and coordinate meetings and trainings on our issue platform, local governance, campaigns, advocacy actions, or electoral engagement. Ensure logistical set up and follow through and lead follow up with participants. Support development of materials, research, and analysis to develop a base with ongoing and active development of knowledge, skills, and mindsets for organizing effectively. Ensure coordination, collaboration, internal communication, and clarity of responsibility internally.
- Lead coordination of member leadership committees, taskforces, or other small group formations to advance goals, set parameters and processes, and support implementation with coaching, follow ups, and check ins, troubleshooting as needed.
- Support facilitation of assessment and reflection, providing coaching, resources, and effective agitation to develop shared analysis and meaning-making. Implement feedback mechanisms to facilitate input from members such as surveys, polling, information calls, debriefs, check ins, etc.
- Build and maintain relationships with existing and prospective members, connecting them to staff, partners, community building events, organizing trainings, and individual follow up. Serve as a main point of contact following community meetings and volunteer opportunities, conducting personal follow up and check ins and supporting member communication via email, text, and messaging.
- Ensure tracking of member engagement, including event participation, surveys, sign ups, member dues, one-on-ones, and maintaining up to date records in our data base, coordinating internally as needed.
- Support rapid response and mobilizations as needed, such as member turnout to local commission meetings to provide public comment or solidarity, advocacy or lobbying mobilizations, sharing partner actions and campaigns, or supporting communications efforts via social media, email, or digital organizing.

### **Campaign Coordination**

- Support campaign planning by helping to draft and provide input on timelines, activities, desired outcomes, and providing assessment and feedback to strengthen implementation while taking responsibility for executing assigned components in collaboration with team members.
- Provide regular updates to members, staff, and fellows on campaigns, opportunities to engage, and upcoming events and initiatives. Develop and share relevant materials, such as talking points, agendas, memos, campaign updates, articles, and meeting dates. Solicit member input and support implementation of member voting processes and decision-making.
- Ensure logistics and recruitment are coordinated for events such as meetings or community canvasses, including registration, calendar invites and outreach, and coordinating as needed with the venue, relevant vendors, and/or partners. Assist in planning and supporting volunteer opportunities and events, ensuring participant training, material distribution, tracking, and follow up.
- Support member and fellows' leadership in campaigns and events, identifying opportunities to incorporate and center members and fellows and providing training, support, and coordination.
- Support power analysis, researching key stakeholders, candidates, districts, and opportunities to advance electoral and issue campaign objectives. Support research on policy and budget analysis as needed.



- Coordinate with partners and coalitions to represent Engage, advance aligned action, and strengthen the local organizing ecosystem.
- Support coordination for electoral campaigns and community engagement, including candidate research, forums, canvasses, voter guides, endorsement processes, and community education, as well as supporting voter registration, petition collection, and GOTV efforts as needed.

### Team Engagement and Collaboration

- Manage assigned projects and coordinate effectively with Fellows, members, and volunteers as assigned, as well as coordinating internally and collaborating effectively with Engage staff to implement projects and and integrate direction from organizational leadership. Contribute to an effective and equitable workplace environment by leading all interactions in alignment with Engage Miami's organizational values and ensuring strong implementation driving towards results, while integrating learning, assessment, and feedback.
- Collaborate with cross-functional teams such as communications, operations, program, and data staff to optimize outcomes and work closely with the leadership team to implement effective and aligned strategies, systems, and goals. Attend organizational events as needed, including retreats and relevant workshops, and regularly engage offered professional development opportunities.
- Additional Duties: This job description is intended to convey information essential to understand the scope of the position and is not intended to be an exhaustive list of qualifications, skills, duties, responsibilities, or working conditions associated with the position. Additional duties may be assigned as needed.

### **QUALIFICATIONS & SKILLS**

- At least 3 years of professional experience in organizing, civic engagement, advocacy, and politics with a track record of effectiveness, equity, and excellence in implementation.
- Strong grasp of the Miami-Dade political landscape and organizing ecosystem. Able to develop and build relationships with partners, coalitions, stakeholders, and elected officials. Commitment to both electoral and issue organizing, and foundational understanding of campaign planning.
- Demonstrated excellence in base building and organizing fundamentals, including tactics such as one-on-ones, facilitating meetings and trainings, and member recruitment and engagement. Must bring curiosity, strong listening, and an 'always be recruiting' mindset.
- Strong understanding of Engage Miami's organizing platform, including issue analyses, and commitment to advancing winnable and meaningful campaign and organizing objectives.
- Commitment to study, learning, and connecting theory with practice, with a deep belief in the craft of organizing. Must identify as an organizer rather than an activist, and a clear-eyed understanding of the role of a nonprofit organization under existing political conditions.
- Commitment to developing Gen Z and millennial leaders across lines of race, class, gender, ethnicity, and educational experience while building organizing skills and collective power, with demonstrated track record of coaching, mentoring, agitating, and moving people to action while developing leadership and organizational commitment.
- Excellent relationship building skills, with the desire and ability to build strong and effective organizational relationships with volunteers, members, local leaders, partners, including consistent follow through, strong judgement, and emotional maturity in representing the organization.
- Strong communication and interpersonal skills, including developed and clear verbal and written communication, with timely follow up and consistent internal updates, seeking clarity



and feedback in order to represent and communicate the organization's goals and asking for support as needed.

- Strong judgment and discretion in handling sensitive and confidential information and high emotional intelligence when interacting with staff, management, members, and partners.
- Pro-leadership attitudes, acting in support of and alignment with Engage's organizing approach, goals, and commitment to implementing organizational plans and priorities as part of a larger team with collaboration, strong internal communication, reliability, and accountability.
- Excellent organizational skills with the ability to manage multiple tasks and prioritize effectively. Attention to detail and proactive problem-solving skills; able to foresee potential issues and develop solutions.
- Ability to provide tracking and data support, to learn new tools, and consistently implement data management, including proficiency with workbooks, file management, and commitment to effective record keeping, reporting, and documentation.
- Commitment to organizational compliance with relevant lobbying and 501C3 and 501C4 requirements as well as implementing organizational policies and procedures with fidelity.
- Motivated, resourceful, reliable, well-organized, and accountable with a team orientation and commitment to achieving programmatic goals with excellent follow through. Must have a collaborative mindset and willingness to contribute to team goals while moving assigned tasks forward responsibly.
- Open to constructive feedback, a hunger for continuous learning and growth, and willingness to adapt to ensure the strongest outcome possible.
- Proactive problem-solving, able to think ahead, troubleshoot potential problems, seek solutions, and help the team meet their goals, with thoughtful communication about issues as they arise.
- Willingness to work in person, including some evenings and weekends, and to be hands on with voter registration, get out the vote, phonebanking, events, actions, and canvassing as needed.

### **Position Details**

Position Status: Full-time, exempt  
Compensation: \$57,500 - \$65,000  
Benefits: Employer covered health, vision dental insurance, generous PTO, 401k  
Location: Miami, FL

**Applications will be reviewed and candidates invited to interview on a rolling basis.** If interested in the position please apply as soon as possible. Not sure if you meet the qualifications? We'd still love to see your application!

To apply, email [hire@engage.miami](mailto:hire@engage.miami). Please put in the subject line **Full name/ Miami-Dade Lead Organizer** and include your resume and a cover letter that answers why you are interested in the position and what relevant experience makes you a strong and qualified applicant.

*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.*