



South Florida 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 seeks a South Florida Organizer to support the growth of a strong, active, and relationship-based membership base across South Florida. This position focuses on community outreach, relational organizing, membership development, and leadership development by connecting with young people in neighborhoods, campuses, community spaces, and civic engagement opportunities and inviting them into Engage's organizing work.

The South Florida Organizer will attend and support community events, build relationships with prospective volunteers and members, conduct one-on-one conversations, support Member Leaders, facilitate orientations, meetings, and trainings, and execute outreach efforts such as phonebanks, text outreach, canvassing, event-based recruitment, and member engagement initiatives to move individuals along Engage's ladder of engagement. The organizer will support base building, leadership development, Engage the Vote programming, issue organizing, and campaign work across both advocacy and electoral programs, while helping coordinate the volunteer structures, scheduling, and follow-up needed to keep members engaged over time.

A strong candidate for this role is responsible, adaptable, and highly relational. They are able to build trust quickly, manage multiple priorities, and consistently follow through with staff, members, volunteers, and community partners. They are comfortable moving between outreach, relationship-building, and internal coordination; whether tabling in the morning, following up with a prospective member, supporting a Member Leader event, conducting a one-on-one, helping with a neighborhood tour, or ensuring engagement data is updated. They are especially strong at recruiting, building relationships, and helping people take the next step into deeper involvement.



ROLE AND RESPONSIBILITIES

Membership Development

- Conduct member recruitment through tabling, community events, campus outreach, neighborhood-based outreach, phone calls, text messages, and one-on-one conversations with prospective members, introducing individuals to Engage's mission and inviting them into membership and organizing opportunities.
- Maintain relationships with existing members through consistent follow-up conversations, identifying potential Member Leaders and supporting retention systems that keep members engaged across meetings, trainings, campaigns, events, and leadership opportunities.
- Support the development of Member Leaders by encouraging and coaching members, volunteers, and fellows to take on increasing responsibility in organizing activities, meetings, local socials, neighborhood events, phonebanks, canvasses, campaign actions, and follow-up.
- Facilitate and support Member Leader strategy sessions, orientations, trainings, and reflection spaces related to Engage's organizing work, issue campaigns, voter engagement work, and opportunities for involvement.
- Support members and Member Leaders in hosting or contributing to relational community spaces, including mini-events, local socials, neighborhood-based gatherings, and other opportunities that help young people build connection, trust, and political home.
- Implement membership feedback mechanisms to gather input through conversations, debriefs, reflection forms, surveys, and event follow-up.
- Support voter engagement efforts, including voter registration, voter education, vote-by-mail enrollment, GOTV outreach, voter guide distribution, and election-related education as part of a broader basebuilding strategy, while ensuring these efforts contribute to long-term membership growth and engagement beyond election season.
- Support broader organizational priorities, including electoral, advocacy, membership, and basebuilding efforts, as needed during key programmatic moments.

Community Outreach and Basebuilding

- Serve as an on-the-ground grassroots organizer in South Florida by identifying and attending community events, campus activities, neighborhood spaces, partner events, civic spaces, and cultural events to build relationships and recruit new members and volunteers.



- Ensure timely follow-up with individuals who express interest in Engage through events, outreach, phonebanks, textbanks, neighborhood tours, local socials, member interest forms, volunteer interest forms, and other engagement opportunities.
- Coordinate outreach plans, engagement activities, member communications, and logistical support for organizing activities such as tabling, canvassing, phonebanks, neighborhood tours, local socials, Member Leader events, community meetings, and civic engagement actions to ensure volunteers, members, fellows, Member Leaders, and staff are equipped to participate effectively.
- Build, retain, and help coordinate relationships with campus groups, community groups, local partners, coalition participants, neighborhood leaders, and young people across South Florida to expand outreach opportunities, strengthen recruitment of new members and volunteers, and support alignment between stakeholders.
- Support with creating agendas and coordinating logistics for meetings, trainings, local socials, neighborhood tours, campaign events, and other member-facing spaces.
- Support issue-based organizing efforts, including mobilizing members and volunteers to attend public meetings, budget hearings, candidate forums, community actions, neighborhood events, and civic engagement opportunities.
- Recruit and prepare members to participate in advocacy moments, including commission meetings, public comment, community actions, campaign events, listening sessions, and survey collection.
- Lead and support trainings, orientations, and coaching that build members' skills in advocacy, storytelling, one-on-one conversations, recruitment, facilitation, event support, voter education, and civic participation.
- Help create welcoming, culturally relevant, and locally rooted engagement spaces that reflect the neighborhoods and communities Engage works alongside.

Campaign and Leadership Support

- Support South Florida campaign priorities, including voter education, voter guide work, candidate forum support, issue organizing, advocacy campaigns connected to the Young People's Priorities, and the logistics, scheduling, turnout efforts, and event execution needed to move those campaigns forward.
- Help recruit members and volunteers into campaign activities and connect them to advocacy opportunities across multiple tactics, including phonebanks, textbanks, canvasses, events, public meetings, candidate forums, rapid response moments, and voter education opportunities.



- Support Member Leaders, fellows, volunteers, and project teams in taking on clear roles at events and campaigns, including logistics, facilitation, outreach, communications, check-in, follow-up, and turnout support.
- Support the execution of neighborhood-based programming, including neighborhood tours, community surveys, local socials, and other spaces that help young people connect local history, lived experience, and civic action.
- Help move members from attending events into deeper engagement, including completing the Member Intake Form, attending strategy sessions, joining outreach efforts, completing one-on-ones, supporting campaigns, and taking on leadership roles.

Data Tracking and Coordination

- Manage and maintain engagement tracking systems, communication systems, scheduling, reporting structures, outreach activities, volunteer and membership recruitment, one-on-one conversations, event attendance, campaign participation, and engagement efforts using Engage's internal tracking systems.
- Maintain accurate records of volunteer and member interactions, event participation, outreach outcomes, one-on-one status, member intake status, follow-up needs, and organizing activity.
- Provide regular updates to staff regarding outreach opportunities, community events, member engagement, Member Leader support, one-on-one progress, and campaign participation in South Florida.
- Coordinate with staff to ensure outreach activities align with organizational goals, strategies, campaign priorities, and regional basebuilding goals.
- Support strong follow-up systems by identifying trends, gaps, inconsistencies, and next steps so people who engage with Engage are consistently invited into clear pathways for deeper involvement and not left without follow-up.

Team Engagement and Collaboration

- Work closely with Engage staff to implement organizing strategies and support South Florida basebuilding, membership, advocacy, and electoral efforts as needed.
- Coordinate with Engage staff, fellows, members, Member Leaders, volunteers, and project teams to support organizing activities and events in the region while maintaining clear accountability and communication flow.
- Participate in team meetings, trainings, debriefs, check-ins, and organizational activities to support coordination across Engage's programs and regions.
- Represent Engage professionally and in alignment with organizational values in all community interactions.



- Contribute to a collaborative team environment that prioritizes learning, accountability, follow-through, effective implementation of organizing goals, and practical improvements to workflows, communication, and project coordination.
- Work under the direction of the Organizing Program Director and collaborate with other program, advocacy, field, data, and communications staff to ensure South Florida organizing work is coordinated and grounded.

QUALIFICATIONS & SKILLS

- Experience in organizing, civic engagement, advocacy, community outreach, student leadership, voter engagement, membership development, or related work preferred.
- Strong relationship-building skills and ability to connect with individuals from diverse communities and backgrounds, particularly young people, students, young voters, and emerging community leaders.
- Comfort engaging new people through outreach tactics such as canvassing, tabling, community events, neighborhood outreach, campus outreach, phone outreach, and text outreach.
- Interest in organizing, leadership development, and youth civic engagement, with a commitment to building young people's power and participation in civic life.
- Strong communication skills, including clear verbal and written communication and consistent follow-up with members, partners, volunteers, Member Leaders, and team members.
- Strong organizational skills and attention to detail, with the ability to manage multiple tasks, coordinate schedules and logistics, support event execution, track outreach activities, and maintain accurate engagement records.
- Comfort learning and using organizing tools such as databases, spreadsheets, tools such as VAN/EveryAction, phonebank platforms, text outreach tools, scheduling tools, and reporting systems, with the ability to notice gaps and suggest practical improvements.
- Interest in developing the craft of organizing, including skills such as one-on-one conversations, recruitment, leadership development, facilitation, strategic follow-up, political education, and connecting day-to-day outreach to broader organizational goals.
- Commitment to teamwork and collaboration, with a willingness to work closely with staff, fellows, volunteers, Member Leaders, and project teams to achieve shared goals with clear communication and reliable follow-up.
- Open to feedback and committed to continuous learning, with interest in developing organizing skills, political analysis, and leadership capacity over time.



- Ability to adapt to fast-paced organizing environments and support the implementation of outreach, membership, leadership development, and campaign plans.
- Commitment to working with and supporting diverse communities, particularly young Black and Latinx voters, young people, and emerging leaders in South Florida.
- Must be able to frequently work in person, including some evenings and weekends, and to participate in community outreach activities such as canvassing, phonebanking, events, organizing actions, meetings, and trainings.
- Reliable transportation and the ability to travel to multiple sites per day while transporting materials for various actions and events.

Position Details

Position Status: Full-time, Exempt
Location: Miami, Florida
Reports To: Organizing Program Director
Compensation: \$60,000

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. Please put in the subject line **Full name/South Florida 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 and Engage Florida are equal opportunity employers. 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.