



Engage the Vote Central Florida Program Coordinator

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 is hiring a Central Florida Program Coordinator for our 2026 civic engagement programming. The Central Florida Program Coordinator will be responsible for managing a team of fellows and canvassers and will lead in meeting voter engagement goals across Central Florida. The program seeks to engage with young people locally, virtually through phone banking, and door-to-door. The Program Coordinator will coordinate the day-to-day of fellows and canvassers assisting voters with registering to vote, signing up for Vote-by-Mail, pledging to vote, as well as with other civic engagement activities. Ideal candidates are highly organized, dependable self-starters, thrive off of person-to-person contact, and are passionate about youth voter engagement. The position is through the 2026 General Election and requires travel between campuses and canvass sites, with mileage reimbursed. We are seeking a Program Coordinator who is able to travel between Orange, Seminole, and Osceola counties.

ROLES AND RESPONSIBILITIES

- Conduct voter outreach through voter registration, pledge to vote, issue ids, vote-by-mail sign up, voter education, and GOTV, and manage a team of fellows and canvassers in meeting metric goals
- Assist Program Manager with the day-to-day of the field program such as scheduling and site coordination

- Assist Program Manager with the week-to-week of the field program by supporting with planning and leading fellow and canvasser meetings
- Coordinate supply drop-off/pick up as well as provide on site training and management support
- Provide direct assistance and support to the quality control and data teams
- Establish a strong professional culture for the field 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 raps, and other direct voter contact methods
- Ensure fellows and canvassers meet goals for voter registration and engagement
- Recruit, train, and manage field volunteers as needed
- Host, manage and attend local voter engagement events as a representative of Engage
- 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

- One cycle of direct voter contact (voter registration & door-to-door) experience
- Excellent interpersonal and leadership skills; successful at motivating staff to meet recruitment and voter contact goals
- Demonstrated ability to resolve conflicts while maintaining effective relationships
- Effective time management skills, including prioritizing and managing multiple tasks, and demonstrated experience in developing campaign and personal work plans and goals
- Ability to share accurate, compelling information to help our community be more civically engaged
- Ability to exercise judgment and discretion and prioritize organizational goals and compliance needs
- Strong communication skills and friendly personality
- Comfortable and confident talking to people of diverse backgrounds out in the community or on the phone
- Fluency in English and Spanish is preferred
- Reliable transportation within Central Florida

Position Status:	Part-Time, Hourly, Non-Exempt, Temporary (<i>August to November 2026</i>)
Compensation:	\$25.00 per hour, 30-35 hours per week
Benefits:	PTO, mileage reimbursement, and telecom stipend
Location:	Central Florida
Reports to:	Central Florida Program Manager

To apply, email hiring@engage.miami. Please put in the subject line **Full name/Engage the Vote Program Coordinator Application** and include in your email an attached 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.

To receive priority consideration, applicants are strongly encouraged to submit their application by **Monday, July 27**. Applications received by this date will be reviewed first. The position will remain open until filled, so we encourage interested candidates to apply as early as possible. If you're excited about this opportunity but aren't sure you meet every qualification, we still encourage you 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.