



New American Pathways

HELPING REFUGEES AND GEORGIA THRIVE

Job Title: Civic Engagement Manager
Department: Advancement
Schedule: Monday-Friday 9:00 AM – 5:00 PM with some nights and weekends (40 hour week)
Supervisor: Chief Executive Officer
Status: Full-Time, Exempt

GENERAL DESCRIPTION

The Civic Engagement Manager is responsible for the program design, measurement, and implementation of the civic engagement department. Key duties are related to overseeing voter registration and education, leading organizational cooperation with community leaders and coalition partners, working with elected officials and the public to increase understanding of refugee and immigrant concerns and contributions, and creating and sharing materials that encourage welcoming of refugees and immigrants. Manager is responsible for carrying out these goals under the guidance of Chief Executive Officer. Manager is also responsible for developing and maintaining part-time support, interns and volunteers to assist in carrying out program tasks.

KEY RESPONSIBILITIES

- Lead organization's participation in civic engagement coalitions and related events including ensuring representation at all required meetings and taking an active role in coalition activities
- Oversee all aspects of organizational voter registration and get out the vote activities, primarily carried out with partner organizations
- Working with CEO, develop organizational advocacy agenda; work to support development of advocacy agenda for some coalition partnerships
- Carry out meetings with elected and appointed officials to move forward organizational and/or coalition agenda
- Develop and distribute materials to increase understanding and welcoming of immigrants and refugees
- Assist Marketing and Communications Director and others assigned with designing and implementing social and traditional media stories, including daily management of web site, newsletters and social media services
- Organize, design, and carry out workshops and trainings for new American communities, and supportive native-born communities, to help them become more civically engaged
- Liaise with national organizational partners to support national-level work in Georgia's communities
- Maintain detailed records of progress-to-goal of all civic engagement projects and activities and ensure compliance with grantor requirements
- Oversee part-time staff position, AmeriCorps member, and growing number of volunteers working within the Civic Engagement department
- Attend all required meetings and trainings
- Other duties as assigned.

SKILLS AND COMPETENCIES

- Bachelor's Degree with experience in policy/advocacy, community organizing, or communications. Master's degree a plus
- Excellent understanding of local, state-wide, and national political environment especially as it relates to immigrants' rights
- Excellent written and verbal English language skills; ability to speak other language(s) a plus
- Ability to work effectively with coalitions of diverse community organizations to reach a mutual goal
- Organizational and time management skills, ability to prioritize
- Experienced public speaker comfortable working with various stakeholders
- Event management experience preferred
- Flexibility and ability to problem solve
- Ability to lead a diverse team of volunteers and community partners to achieve program goals
- Experience working as part of a team in a diverse, multicultural environment
- Prior voter registration experience strongly preferred
- Technical proficiency: General Windows; MS Excel, MS Word, MS PowerPoint, MS Outlook

COMPENSATION

This is a full-time, salaried position with an annual salary range of \$38,000-\$45,000. Employer contributes to medical, dental and vision insurance. Employer pays life and disability insurance. Fourteen (14) paid holidays and a generous paid time off policy. Employee has the option to contribute to 401(k).

To apply for this position, email your resume to careers@newamericanpathways.org indicating "Civic Engagement Manager" in the subject line. No phone calls please.

New American Pathways is an Equal Opportunity Employer.