



**Job Title:** Voter Engagement Coordinator  
**Department:** Civic Engagement  
**Schedule:** Days and hours vary, up to 15 hrs/week  
**Supervisor:** Civic Engagement Manager  
**Status:** Part-time, Non-Exempt

## GENERAL DESCRIPTION

The Voter Engagement Coordinator is responsible for assisting in the coordination of New American Pathways' voter registration and get out the vote (GOTV) efforts; civic engagement volunteer training; and general civic engagement outreach. The position reports to the Civic Engagement Manager. The Voter Engagement Coordinator is a part-time, hourly position but is eligible for a longer-term commitment depending on funding and performance.

## KEY RESPONSIBILITIES

- Assist in voter registration campaign at U.S. Citizenship and Immigration Services (USCIS) naturalization ceremonies; ceremonies typically take place Monday, Wednesday, and Friday mornings and Friday afternoons
- Oversee logistics and equipment management for USCIS naturalization ceremony voter registration project
- Coordinate with partner agencies to ensure successful voter registration efforts – especially at USCIS events
- Train newly-recruited volunteers for voter registration at USCIS naturalization ceremonies
- Encourage and develop civic engagement volunteers for their growth in service to the program
- Secure sites for non-USCIS voter registration, especially in and around Clarkston, Tucker, and Stone Mountain
- Assist in completion of quality control with voter registration – including scanning and uploading forms into voter registration software system
- Maintain consistent contact with Civic Engagement Manager to monitor progress-towards-goals
- Assist in get out the vote (GOTV) efforts including door-to-door canvassing, phone banks and direct mailings
- Other duties as assigned

## SKILLS AND COMPETENCIES

- Demonstrated history of working in voter registration and/or community organizing
- Punctual and time-oriented; efficient in meeting tight deadlines
- Ability to build and maintain strategic relationships
- Demonstrated history of setting and meeting goals
- Excellent interpersonal skills and ability to successfully interact with a diverse staff from a variety of cultural, ethnic, religious, and educational backgrounds.
- Commitment to organization's mission and serving immigrants and refugees.
- Willingness to work non-traditional hours and weekends
- Ability to travel county-wide with your own vehicle – mileage will be reimbursed
- Fluency in another language a plus.

## COMPENSATION

This is a part-time, hourly position paying \$15/hour up to 15 hours per week. **Applicants must be available Monday, Wednesday, and Friday mornings (beginning 7:45 am).**

Qualified candidates should e-mail their resume to [careers@newamericanpathways.org](mailto:careers@newamericanpathways.org) with "Voter Engagement Coordinator" in the subject line. No phone calls please.

***New American Pathways is an Equal Opportunity Employer.***