



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 and seasonal through the voter registration campaign (ending in October 2018) 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 Blocks software
- 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 GOTV efforts in Georgia highly preferred; other grassroots advocacy experience a plus
- Punctual and time-oriented; efficient in meeting tight deadlines
- Ability to build and maintain strategic relationships
- Demonstrated history of setting and meeting goals
- Familiarity with VAN, Blocks and other voter registration and GOTV software highly preferred
- 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 (especially Spanish, Nepali or Vietnamese) 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).** The position is temporary and spans from hiring until mid-October 2018.

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

New American Pathways is an Equal Opportunity Employer.