



ENGAGE SAN DIEGO JOB ANNOUNCEMENT

Job Title: Civic Engagement Organizer / Coordinator

Location: San Diego, California

Reports to: Director of Engage San Diego

BRIEF:

Engage San Diego seeks a talented leader with a record of success working on civic or voter engagement programs, supporting intersectional collaborations, and managing organizational operations, to serve as **Civic Engagement Organizer / Coordinator**.

The **Organizer** will report to the Director and focus on building organizational relationships and assisting Engage San Diego table members with their campaigns, providing administrative support for the organization, managing table data and targeting, coordinating digital communications initiatives, and many other activities as needed.

ORGANIZATIONAL BACKGROUND:

Engage San Diego is a collaborative network of social-justice focused, non-profit groups working to increase civic and voter engagement in historically and systemically excluded communities of San Diego County.

Bringing together coalitions of local organizations with diverse issues, constituencies, and organizing styles, Engage San Diego creates the infrastructure necessary for innovative and effective civic collaboration. Partners come together to connect, strategize, share resources, and plan voter engagement initiatives that move forward an agenda focused on issues affecting all San Diegans – social and economic justice, health access, immigration, worker’s rights, environmental justice, criminal justice reform, and transportation equity.

Engage San Diego partners are established and effective civic engagement and social change organizations with deep roots in the neighborhoods they serve, and committed to building the capacity of the San Diego region to create, expand, and sustain innovative, effective, and strategic nonpartisan civic engagement focused on lifting up historically and systemically excluded communities – *ACLU of San Diego and Imperial Counties, Alliance of Californians for Community Empowerment, Alliance San Diego, Center on Policy Initiatives, Environmental Health Coalition, Planned Parenthood of the Pacific Southwest, San Diego LGBT Community*



Center, San Diego Organizing Project, Justice Overcoming Boundaries, Partnership for the Advancement of New Americans, Mid-City CAN, and United Taxiworkers of San Diego.

Engage San Diego is also the only California regional partner of State Voices, an innovative national network that helps grassroots organizations win shared policy and civic engagement victories. State Voices supports a network of 23 State Tables comprised of 800 partner groups.

Vision: A San Diego where the electorate and leadership are reflective of people who live and work here. Engage San Diego works to achieve this vision by bringing together partner groups to collectively amplify the voice and power of San Diego’s New American Majority communities through integrated voter engagement.

Mission: Increase voter participation in historically and systemically excluded communities of San Diego. Through voter outreach, civic engagement, experimentation, advocacy, and communications, Engage San Diego aims to expand political opportunity by increasing electoral and civic participation of underrepresented communities in the County of San Diego – with a focus on the New American Majority Electorate of low-income families, LGBT folks, African-American, Asian and Pacific Islander, and Latinx communities, immigrants, refugees, women, & youth.

JOB SUMMARY:

The **Civic Engagement Organizer/Coordinator** will work closely with the Director to help achieve the mission and vision of Engage San Diego. Among other responsibilities the **Civic Engagement Organizer/Coordinator** will help coordinate the operations of the organization, support relationships with partner organizations and allies, and serve as field support to coordinated partner field programs.

The ideal candidate should be a good multi-tasker, be detail-oriented, and adaptable to working in a fast-paced, flexible, and innovative organization. A background in managing field programs, and an understanding in how to support internal operations of a small nonprofit would be appreciated.

The candidate should be eager to learn about the work of partner groups, will maintain good relationships with partners, and be able to work effectively with people from diverse backgrounds.

A strong candidate for this position should possess a deep commitment to social justice and desire to make a difference by helping coordinate an effective and powerful collaborative effort to make real change happen. This will require a desire to learn, and a combination of knowledge, experience, and interpersonal skills to successfully work with community leaders, partner organization staff, table members, elected officials, and decision-makers on non-partisan, year-round, civic engagement campaigns and programs.

Must be adaptable and comfortable switching gears to accomplish multiple, sometimes fun, sometimes tedious, varied tasks. On a weekly basis this could include policy analysis, advocacy, administration, partner meetings, operations, data management, training, or social media.

Primary Duties and Responsibilities:

- **Operations and Partner Support**
 - Help coordinate day-to-day office operations and implement operational decisions to achieve strategic organizational goals.
 - Provide some administrative support to the director, including taking notes in meetings, help with scheduling, travel, and communication with partners and allies.
 - *Other duties may include: ensuring prompt reporting from partner programs; providing reports on program progress; updates to table partners on resources, best practices, and partner events; maintaining an online calendar of events; maintaining updated contact lists, online resource library, and communications tools.*

- **Voter Engagement:**
 - Support collaborative civic and voter engagement projects, campaigns and services by working with table partners to develop, execute, and analyze programs.
 - Assist partners in developing strategic civic and voter engagement plans that encourage year-round civic engagement programs including issue education and voter mobilization, providing technical and data assistance, messaging guidance, responding to program requests, and ensuring benchmarks and goals are met.
 - Work with partner organizations using the PDI voter file and other technologies to support and enhance voter contact programs. This includes analyzing voter files, generating reports, and assisting partners in targeting.
 - *Manage voter file access for Engage San Diego partner organizations.*
 - *Administer user and security settings and provide technical assistance.*
 - *Run queries to perform counts, pull lists, and upload and clean data.*
 - Help create and develop innovative public engagement campaigns.
 - Analyze and provide reports and recommendations on voter trends.
 - Work with the Director to identify opportunities for running experiments.
 - Ensure identification, design and execution of trainings, skill sharing and best practices to improve civic engagement capacity among partner organizations.

- **Communications**
 - Work with Director to develop communications and digital outreach strategies.
 - Help to create content for the Engage San Diego website and social media channels.
 - Manage editorial calendar and work with consultants to create content and implement special projects related to digital outreach and community management.
 - Keep-up with new online civic engagement and communications tactics and tools.

Qualifications:

- Required: 3-5 years of experience working on political or non-profit civic and voter engagement, field, organizing, advocacy, or communications campaigns with a focus on historically and systemically excluded communities of San Diego County, or providing strategic support in a civic/voter engagement organization or program.
- Experience using voter data and technology tools
 - *Experience with online voter file tools required, PDI preferred.*

- Experience organizing, supporting, or participating in community coalitions, community organizing drives, policy advocacy events, direct actions, or mass mobilizations
 - *Interest in San Diego not-for-profit and social justice organizations appreciated.*
- Strong interpersonal and communication skills, both written and oral, including the ability to present to large groups, and communicate technical subjects.
- Knowledge of the San Diego, California, and National political structures.
- Consistent engagement with the issues and the news cycle.
- Must be a self-starter and willing to work sometimes long, irregular hours.
- Should be comfortable with work location flexibility, working from home or the office.
- Demonstrated emotional intelligence and a sense of humor.
- Demonstrated experience, success, and desire working with diverse communities.
- Relationship building skills and enthusiasm for working with a range of stakeholders.
- Work well under pressure, be detail oriented and meet deadlines.
- Strong strategic and analytical skills. Impeccable integrity and honesty.
- Sound judgment and the ability to see connections and bridge intellectual gaps.
- Lived experience as a member of a historically under-served community preferred (i.e., communities of color, LGBTQ communities, or immigrant communities, etc.), and experience working with historically and systemically excluded communities encouraged.
- Minimum education required: Bachelor's degree or equivalent level of experience.
 - *Some legal training or experience appreciated but not required.*
- Computer/Office Equipment Skills: Comfortable with Mac or PC, Mac preferred. Proficiency with Microsoft Office and some knowledge of Adobe Suite. Basic coding and web development knowledge. Experience with Google Docs, Nationbuilder, and other CRM and CMS systems. Strong digital and social media, A/V, and photo skills appreciated.
- Language Skills: Fluency in English is required. Fluency in Spanish preferred.
- Must have a valid drivers' license and car and be willing to travel throughout the county.

Salary & Benefits: This is a full-time exempt position with a salary commensurate with experience (50-60 K) and full benefits.

Application Process: To apply, please submit 1) cover letter (explaining your interest in civic/voter engagement and community outreach), 2) resume, 3) three professional references, and 4) two writing samples (under 3 pages please), in a complete PDF packet that contains all 4 elements to: jobs@engagesandiego.org. **No calls please.**

It is the policy and practice of Engage San Diego to provide equal employment opportunity in all personnel actions (recruitment, hiring, promotions, trainings, terminations, etc.) for all qualified persons regardless of race, color, ancestry, religious creed, national origin, sex, gender identity or expression, sexual orientation, physical handicap, medical condition (including HIV/AIDS or cancer), pregnancy/childbirth and related medical condition, age, marital status, or veteran status (including Vietnam era and disabled veterans). Employment decisions shall comply with all applicable laws prohibiting discrimination in employment, including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, the Immigration and Nationality Act, California Fair Employment and Housing Act, and any other applicable federal, state or local laws.