California Latinas for Reproductive Justice
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CIVIC ENGAGEMENT COORDINATOR

Job Description

Background

CLRJ is a statewide organization committed to honoring the experiences of Latinas to uphold our dignity, our bodies, sexuality, and families. We build Latinas' power and cultivate leadership through community education, policy advocacy, and community-informed research to achieve reproductive justice.

VIVA (Votando por **I**gualdad **V**iviendo por **A**ctualizar) is CLRJ's civic and voter engagement program focused on base-building and promoting voter education and participation in order to build our community's power to influence over reproductive justice issues. CLRJ holds the value that there is a place for all people in civic life; whether or not they can vote, all people have a voice. VIVA is integrated throughout CLRJ's community education, policy advocacy, research, and communications activities.

Position Overview

The Civic Engagement Coordinator is an integral part of the CLRJ team and functions as the Coordinator for VIVA. This position allows the C.E. Coordinator to utilize their best skills and creativity to grow an informed base of supporters who can engage in and sustain CLRJ's programs and policy advocacy activities. The Coordinator will lead the implementation of VIVA activities, such as conducting phone banks and door-to-door canvassing. The Coordinator must be able to work independently as well as interdependently with the CLRJ team to advance our mission, goals, and objectives. The C. E. Coordinator will work in a friendly environment and learn with/from a wide variety of experiences in the CLRJ staff.

Principal Areas of Responsibility

Under direction of the Associate Director of Programs, the C.E. Coordinator's primary responsibilities are:

- Manage the development and implementation of civic and voter engagement program, including voter registration, non-partisan voter education, voter turn-out efforts, and field/data tracking.
- Assist in expanding VIVA's year-round base-building efforts.
- Development and implementation of base-building strategies in conjunction with Community Education, Policy Advocacy, and Research programs.
- Work closely with CLRJ's funders and partner organizations to plan, implement, and evaluate the effectiveness of CLRJ's civic engagement strategies.
- Day-to-day maintenance of VIVA program activities including volunteer outreach, recruitment, and training, materials development, and event coordination.
- Collect and maintain effective data into CLRJ's database for VIVA program.
- Assist in recruiting and supervising interns and volunteers.
- Additional duties as assigned.

Skills and Qualifications: Required

- **Required:** Bachelor's degree, or equivalent combination of education and/or experience in community education & organizing
- Commitment to CLRJ's mission, social justice, Latin@ communities and women's reproductive wellness, health and justice
- Ability to work with Latinas of all ages, ethnicities, sexual orientations, social, economic and gender identities
- Proficiency in speaking and writing in Spanish
- 2-5 years experience with civic and voter engagement strategies (i.e. phonebanking, canvassing)
- Experience leading successful organizing campaigns
- Proven ability to both work in a team and execute work with minimal supervision
- Organized and able to self-manage to achieve goals and objectives
- Excellent written, communication, and interpersonal skills
- Personal qualities include energy, enthusiasm, motivation, commitment, integrity, humor, optimism, a positive attitude, and the ability to motivate and listen to others
- Proficiency in word, excel, Power Point and experience with database programs
- Professionalism with diverse communities, colleagues, Board of Directors, funders, donors, and allies
- Ability to commute through Southern California with a current license, insurance and car/access
- Flexibility with work schedule; regular schedule to include some evenings and weekends and travel across California and nationally throughout program year
- Open to learning mind-body approaches to RJ work such as somatics and forward stance

Skills and Qualifications: Preferred

- Some experience working with PDI database

Location, Duration & Compensation

- The applicable annual salary is $34,000 - $38,000 FTE (commensurate with experience)
- This is a part-time position at 75% FTE (30 hours/week), with occasional 40 hours/week depending on work flow
- The length of time is contingent on new/available funding
- This position is based in Los Angeles with some required travel
- Excellent medical, dental, and vision benefits package; approximately $400 monthly ($4,800 annually)
- Paid monthly parking equivalent to $100 monthly ($1,200 annually)
- Paid vacation and medical leave
- Significant opportunities for professional development and growth

How to Apply:

Please send resume, cover letter, and 2-3 page writing sample in **Word** or **PDF** to Marisol Franco via email at: careers@clrj.org by **July 6, 2015**.