

Civic Engagement Coordinator

Position Description:

The person in this position is responsible for planning and coordinating a wide range of civic engagement programs. The Civic Engagement Coordinator will focus on outreach and organizing activities to increase public awareness and civic engagement in policies and electoral decision making. He/she will identify potential resident leaders and provide trainings. While this job is scheduled for Monday - Friday, there may be occasions when evening and weekend work is required. Reporting to the Director of Health Equity and Resident Engagement, this position features an annual salary of \$50,000 - \$54,000

Responsibilities:

The Civic Engagement Coordinator's approach will be non-partisan and he/she will work with RoxVote partners to increase voter registration and participation in Roxbury by targeting individuals who reside in MPDC owned properties and collecting and analyzing Voter Activation Network (VAN) data to develop strategies to:

- Assist in the implementation of Get Out the Vote campaign activities within MPDC target communities
- Conduct community organizing activities to establish an effective program; which will include identifying resident (**leaders**) to serve as leaders; recruiting participants to develop and support relationships with local officials, conducting trainings; and supervising volunteers in activities of the program.
- Implement program evaluation activities and preparing written and verbal reports for various purposes
- Coordinate phone banking calls, voter mobilization, and other electoral activities.
- Coordinate MPDC participation in key advocacy opportunities
- Attend internal team and staff meetings
- Coordinate and network with other community organizations
- Build relationships with residents and identify needs.

Qualifications:

- 1-2 years of relevant civic experience, preferably with a non-profit organization that engages in community organizing and/or resident leadership
- Ability to listen and identify common ground.
- Ability to effectively convene and facilitate meetings
- Ability and desire to work collaboratively as part of a team
- Strong interpersonal, written and verbal communication skills
- Bi-lingual in English/Spanish preferred
- Knowledge and proficiency in Microsoft Works, Excel, PowerPoint

- Working knowledge of Salesforce and Voter Activation Network (VAN) software, preferred
- Ability to work independently within the context of an overall plan and structure
- Excellent organizational skills, including workload management and the ability to complete tasks with minimum supervision
- Experience educating on civics at the local/state level is a plus

Benefits:

This is a full-time, salaried exempt position with an excellent benefit package including four weeks paid vacation; paid holidays; generous cost sharing for medical insurance, 401k plan with generous match, and much more! **Some weekends and evenings required.** COVID vaccination or medical exemption process required. MPDC staff members are reporting to our Roxbury, MA office on a hybrid basis. Please submit a resume and cover letter to HR@madison-park.org

Visit our website at www.madison-park.org for more information about MPDC.