



San Diego Pride

Job Description – Civic Engagement Coordinator

Job Title:	Civic Engagement Coordinator
Reports to:	Education & Advocacy Manager
FLSA Status:	Non-Exempt
Position Type:	Part-Time, Temporary
Hourly Rate:	\$16.00/hour
Anticipated Duration:	January-July 2020, possibility to extend through November 2020 pending grant funding
Benefits Include:	Sick Time Off, Professional Development Opportunities, This position is not eligible for Health Benefits

SUMMARY

San Diego Pride is a 501(c)(3) nonprofit organization with a mission to foster pride, respect, and equality for the LGBT community. San Diego Pride is one of the oldest LGBTQ-serving nonprofits in San Diego, and is best known for our annual flagship celebration - the San Diego Pride parade and festival that brings together more than 350,000 individuals from San Diego and across the country. San Diego Pride is also the most charitable Pride celebration in the world, having distributed over 3 million dollars to LGBTQ-serving nonprofits since 1994.

Vote With Pride is a voter engagement and outreach program of San Diego Pride that seeks to increase voter participation among LGBTQ+ and equality voters in San Diego County. San Diego Pride is also participating in Census engagement and outreach, with an aim of ensuring that LGBTQ+ people are counted in the 2020 Census.

Vote With Pride is coordinated in collaboration with the Engage San Diego table and the San Diego LGBT Community Center. Census outreach is coordinated in collaboration with civic engagement partners around the region and with Equality California Institute.

The Civic Engagement Coordinator is responsible for leading the efforts of San Diego Pride's voter education and engagement program. The Civic Engagement Coordinator reports to and will work closely with the Education & Advocacy Manager to recruit volunteers, organize voter engagement and Census outreach efforts, and provide voter and Census education to the LGBTQ+ and equality community.

ESSENTIAL DUTIES & RESPONSIBILITIES

Under the direction and guidance of the Education and Advocacy Manager, the Civic Engagement Coordinator will:

- Recruit volunteers to every phone bank, door-to-door canvass, and/or other voter engagement and education efforts.
- Recruit volunteers to staff regular hours of the Questionnaire Assistance Kiosk (online Census collection station) at the Pride office.

- Maintain communication between San Diego Pride, the Engage San Diego table staff and partners, The Center’s civic engagement staff, and Equality California Institute.
- Recruit and engage community partner organizations in Vote With Pride and Census messaging and activities.
- Utilize appropriate communication tools professionally, and respond within 48 hours to all non-urgent communication.
- Track all outcomes of Vote With Pride and Census engagement programs based on the metrics determined by the Education & Advocacy Manager and program partners.
- Submit reports to San Diego Pride at the conclusion of each program (Vote With Pride and Census outreach), outlining successes and lessons learned.
- Attend all planned phone banks, canvasses, or other planned events or outreach activities. Absences must be approved in advance with the Education & Advocacy Manager.

The Civic Engagement Coordinator will work with the Education and Advocacy Manager to support other voter engagement or Census outreach programs of Pride as assigned.

REQUIRED KNOWLEDGE, SKILLS, & EXPERIENCE

- **Education:** A bachelor’s degree is preferred but not required. Any combination of experience, education, and training that would likely provide the required knowledge and abilities is qualifying.
- **Experience:** 1-2 years of campaign-related or community organizing work (volunteer or paid) is preferred. LGBTQ+-specific organizing or campaign work is preferred. Can substitute a combination of education and experience.
- **Field of Expertise:** Required: LGBTQ+ issues and community. Preferred: Coalition-building, community organizing, voter education, and outreach.
- **Diversity and Inclusivity:** Experience working with diverse communities. Demonstrated understanding of LGBTQ issues, equity, equality, inclusivity, and intersectionality.
- **Communication:** strong verbal and written communications skills necessary to communicate information effectively. Able to speak persuasively and write clearly and concisely.
- **Outreach:** Strong interpersonal skills and the ability to communicate articulately and to connect with a variety of populations.
- **Planning & Organizing:** Time management and organizational skills necessary to manage voter education and engagement campaign, plan for resources to meet deadlines and goals, and work independently in day-to-day functional needs.
- **Problem Solving and Adaptability:** Ability to identify problems or challenges and quickly adapt to effective and efficient solutions.
- **Software Skills:** Including use of Microsoft Office, Dropbox, Google Drive, and web-based applications. Familiarity with voter databases (e.g. PDI, VAN) preferred but not required.
- Employees working with San Diego Pride must be able to pass a background check, conducted by San Diego Pride prior to offer of employment.
- Working weekends and evenings will be required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While

performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms. The employee is occasionally required to lift or push up to 30 lbs, stand, walk, stoop, kneel, crouch, or crawl. The employee may be required to travel for work functions such as attending off-site meetings.

WORK ENVIRONMENT

All employees and volunteers of San Diego Pride must maintain an environment that is friendly, welcoming, and accepting of all factions of the Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and any other members of our community.

TO APPLY

Send a resume and cover letter to Careers@sdpride.org. No phone calls, social media messages, or office visits, please.

**** San Diego Pride is an equal opportunity employer****