



## **Job Description:**

### **North Carolina Civic Engagement Coordinator**

#### **Who We Are**

The Hispanic Federation (HF) is the nation's premier Latino nonprofit membership organization. Founded in 1990, HF supports Hispanic families and strengthens Latino institutions through grant making and direct services in the areas of education, health, immigration, civic engagement, economic empowerment and the environment. Values that drive our work include equality, fairness, diversity and empathy.

#### **Who We Seek**

The Hispanic Federation seeks a North Carolina Civic Engagement coordinator to support the North Carolina state office civic engagement goals. The Program Coordinator will report directly to the Director of North Carolina and Mid-South Operations. This role will coordinate its on-the-ground census, civic engagement, and Get Out the Vote initiatives across the state.

#### **Job Duties and Responsibilities: Civic Engagement**

- In collaboration with the National Civic Engagement Director, help coordinate strategic direction, manage and implement North Carolina's civic engagement initiatives, including census, voter registration, voter education, and Get Out the Vote (GOTV) initiatives
- Supervise and manage state-wide civic engagement staff and volunteers
- Coordinate community engagement and organizing at voter registration drives, voter education events, and GOTV campaigns
- Train canvassers, volunteers, and staff on census, voter registration, voter education and get-out-the-vote
- Utilize Civic Engagement digital technology and databases, including the Voter Activation Network (VAN), and peer-to-peer and robo-texting messaging tools
- Ensure the high-quality and success of Hispanic Federation's civic engagement programs
- Ensure compliance with local rules and regulations corresponding to voter registration
- Ensure fulfilment of progress to goal as set forth in the national civic engagement strategy
- Cultivate key relationships and partnerships with community leaders and community-based organizations in the state
- Assist in corresponding with and reporting to funders
- Assist with the creation of civic engagement media outreach
- Other duties as assigned by the Director of North Carolina and Mid-South Operations

#### **Required Skills and Qualifications:**

- Minimum of a BA/BS degree and demonstrated interest in not-for-profit, civic engagement, or community organizing
- Experience in electoral engagement or non-profit civic engagement program management.

- Bilingual in English and Spanish. Writing skills in Spanish, preferred.
- Willingness to travel and work additional hours to meet program goals

**Preferred Skills and Qualifications:**

- Self-starter with ability to prioritize work, meet deadlines, and adapt to evolving situations
- Strong ability to develop work plans, manage budgets, set deadlines, oversee multiple projects and duties simultaneously, and prioritize assignments
- Excellent, well-developed verbal and writing skills are essential
- Ideal applicants will be efficient, results-oriented with high energy and exhibit an exceptional ability to work with others
- Ability to work well with a diverse group of staff and volunteers
- Strong commitment to Hispanic Federation's mission and core values

**To Apply**

This is a full-time, permanent position. This position can be based anywhere in North Carolina with preference given to Charlotte and Raleigh metro areas. Compensation is commensurate with experience and benefits package that includes medical, dental, vision and 403 (B) retirement plan.

Interested candidates can submit their resume and cover letter to Daniel Valdez, Director of North Carolina and Mid-South Operations, at [dvaldez@hispanicfederation.org](mailto:dvaldez@hispanicfederation.org)