



OUT FOR JUSTICE

<b>Job Title:</b>	Voting & Outreach Coordinator	<b>Position</b>	Permanent
<b>Total Payment:</b>	\$21-25 / hour	<b>Time Commitment:</b>	Part-time/ 25 hours weekly

**Job Description:**

**Purpose**

Out for Justice, Inc. is searching for a Voting & Outreach Coordinator to manage our voting and civic engagement programs. This includes portions of our rapid response program, voter registration activities, and behind-the-walls engagement. The ideal candidate for this position is both engaging and friendly, as well as organized, and a self-starter. They must work well in a fast-paced environment and be able to manage multiple priorities.

**Primary Responsibilities and Duties**

The Voting and Outreach Coordinator performs a wide range of duties, including some or all of the following:

**During election years, primary responsibilities will include:**

- Answering phones and responding to organization emails and voicemails related to voting
- Facilitating civic engagement sessions and working with the executive team on voting policy, especially during the legislative session
- Corresponding with unregistered and/or under-represented voters to encourage participation in the upcoming elections
- Working with voting coalitions, including participation in voting-related conference calls
- Communicating effectively with the State Board of Elections as well as elected officials about voting policies
- Creating and executing voting registration strategies and executing plans to increase voting access
- Creating and distributing voting-related materials and PSA's
- Engaging members and the general public to increase registered voters
- Overseeing the duties of the voting fellow and other volunteer staff

Outside of their voting-related duties, **the voting and outreach coordinator will be:**

- Conducting intake of members for rapid response assistance during intake Tuesdays
- Connecting members to resources such as employment, skills training, healthcare, etc.
- Providing follow-up to members once they are connected to resources and receiving feedback regarding their experience with resource providers
- Leading the OFJ Outreach Committee of members and volunteers to assist with policy and press releases etc.
- Answering behind the walls mail in conjunction with volunteers weekly
- Coordinating outreach events quarterly that effectively engage the community in OFJ work



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- Creating, directing, and managing all logistical aspects of assigned events and programs to include registration, event materials, promotion, feedback and evaluation
- Working with the core staff team and the operations administrator to train, advise, and retain a cadre of volunteers
- Managing program budgets
- Efficiently utilizing Microsoft and Google suites to monitor and track organizational activities and other program data
- Attending priority meetings including but not limited to weekly core team and support meetings
- Attending all mandated training and professional development opportunities
- Issuing regular reports and data collection pertaining to assigned programs
- Following organizational policies and procedures as outlined in the employee handbook and fulfilling duties as described in the job description
- Fulfilling all other duties as assigned

### Position Requirements

- High school diploma or two (2) years of related experience
- A valid drivers license
- Strong written and verbal communication skills
- Self-managing and possessing the ability to take initiative
- Must be extremely organized
- Demonstrate commitment to Out for Justice's mission and work
- Proficient in Microsoft Word and Google Suites
- Willingness and flexibility to work outside regular business hours including some weekends
- Must have great interpersonal skills, including demonstrated patience in difficult situations

### Ideal Candidates

- Formerly incarcerated or directly impacted persons encouraged to apply
- Committed to racial and economic equity
- Passionate about helping people who have served time in jail or prison by providing them support
- Passionate about the criminal justice system and policy reform that improves educational and employment opportunities for people impacted by the system
- Detail-oriented, organized, and adaptable, with the ability to manage multiple priorities simultaneously
- Proactive, self-starter who uses good judgment when engaging with others in professional settings
- Comfortable using technology to connect with others and excels in an autonomous environment
- Basic understanding of challenges facing individuals and families facing poverty and issues with the criminal justice system

To Apply



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Email cover letter, resume/cv, two (2) writing samples, and three (3) references to [getinfo@out4justice.org](mailto:getinfo@out4justice.org). Please include 'Voting & Outreach Coordinator Application' in the subject line.

Applications will be reviewed on a rolling basis. Out for Justice seeks to fill this position by May 2022.