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Title: Civic Engagement Outreach Manager	
Department: Community Outreach	Reports to: Executive Director
Salary Range: 54k – 56k	Employment Type: January 2022- December 2022
Location: Harrisburg, Pennsylvania	Hours/Travel: Day/Evening and Occasional Weekend Hours. Local travel required

About 1 Vote Counts

At 1 Vote Counts, we build BIPOC power and cultivate local leadership through knowledge, civic education, policy advocacy and strategic organizing. We are committed to inspiring, empowering, educating and engaging our youth, as well as, returning citizens, and disenfranchised communities on the role and responsibility of all citizens in the electoral process. We believe that grassroots organizing, and base building are keys to impactful and powerful policy advocacy work and transformative systematic change. We believe when individuals are informed and educated on issues that negatively impact their community, they utilize the vote to make a positive difference.

The Civic Engagement Manager is a new position within 1 Vote Counts, Inc. This position presents a unique career opportunity to grow in an entrepreneurial environment with diverse, performance driven, multi-talented individuals who are passionate about community and civic engagement. This is a 12-month position reporting to the Executive Director. We recognize that our people are our greatest asset; therefore we seek individuals who align with our overarching mission, to not only register and educate voters but to position them to become active citizens and committed community leaders.

About the Role

The Civic Engagement Outreach Manager’s primary purpose is to develop an innovative, comprehensive civic engagement program that maximizes digital organizing and grassroots community outreach. In this role you will have an opportunity to coordinate and supervise civic engagement events, social justice activities and you will be responsible for the management, training and oversight of canvassers; making certain they meet monthly voter registration goals.

Core Responsibilities

Oversee development and implementation of civic and voter engagement program, including voter registration, non-partisan voter education, voter turn-out efforts, field/data tracking, and accountability systems from inception to completion.

- Track current events, legislation, and other issues of civic interest.
- Engage the community throughout the lifecycle of all 1 Vote Counts activities.
- Recruit, onboard, train and manage canvassers and volunteers.
- Organize and participate in phone/ text and field canvassing.
- Collect data and provide information needed by the Executive Director.
- Assist in expanding 1 Vote Counts year- round base building efforts and partner with 1 Vote Counts funders and aligned organizations to plan implement and evaluate the effectiveness of 1 Vote Counts civic engagement strategies.

- Create and update content across key digital platforms that is coordinated, cohesive, and designed to drive traffic and promote engagement is significant to the role.
- Manage social media including Facebook, Instagram and Twitter accounts.
- Coordinate the creation of digital communications (i.e. website, blog, video and podcast)

Education, Training, Certification or Experience

1 Vote Counts is looking for candidates with a bachelor's degree in Communications, Public Relations, Policy or a related field and or any related combination of experience and brings a minimum of 3-5 years of nonprofit, community organizing.

Candidates must have a proven track record of working for change. We're looking for candidates with a minimum of 3-year managerial experience and a commitment to working with communities of different racial, ethnic, socioeconomic, and religious backgrounds. Candidates who apply must have a strong commitment to social justice and a drive to fulfill the organization's mission around disenfranchised communities, the youth and returning citizens, a passion for racial justice and the ability to work with a diverse staff.

Skills and Abilities

- Efficient, self-starter who thrives in a fast-paced work environment and is passionate about public service, citizen engagement and social justice
- Firm grasp on championing project goals, timelines, and deliverables
- Ability to complete tasks in a timely, accurate manner with minimal supervision
- Excellent written and verbal communication skills
- Strong interpersonal and listening skills
- Ability to think and act strategically for successful community engagement
- Strong organizational skills with attention to detail and ability to disseminate information clearly and concisely
- Team-oriented with a commitment to sustaining strong, productive working partnerships with staff, board members, canvassers, and the overall community
- An understanding of diversity, equity and inclusionary practices, engagement and cultural competence

Technical Skills

- Proficiency with Microsoft Office (Word, Excel, PowerPoint)
- Bi-lingual English and Spanish competency strongly preferred
- Ability to learn software applications as necessary
- Experience with public engagement and public speaking
- Skilled in writing, listening and speaking in English
- Proficiency with Facebook, Instagram, YouTube, Twitter

Compensation and Benefits

Salary is between \$54,000-56,000; This is a one-year Full Time (estimated 40 hours per week; additional hours may be required during high intensity periods). We provide medical, dental, and vision insurance, and a monthly cell phone data plan.

Travel and Hours

Local travel is required for this position to conduct engagement activities and participate in meetings. Some evening hours will be required, with occasional weekend activities.

Location Harrisburg, PA. The Civic Engagement Outreach Manager must live in or be willing to relocate within commuting distance of the city of Harrisburg, PA

Equal Opportunity Employer: 1 Vote Counts is committed to creating a diverse professional work environment and is proud to be an Equal Employment Opportunity (EEO) employer. 1 Vote Counts does not discriminate based on race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status or disability with respect to employment opportunities. 1 Vote Counts actively seeks to increase the diversity of its workforce.

Interested Candidates please respond to - join1votecounts@gmail.com