



A voice and a hub for the Latino community
as we advocate on behalf of our people
and work to achieve social justice.

Job Description

Position Title: VOTER ENGAGEMENT ORGANIZER

FLSA Status: FULL TIME, EXEMPT, ONE YEAR

Department: EXECUTIVE OFFICE

Reports to: EXECUTIVE DIRECTOR

Pay Range: \$73,000 to 75,000

MISSION STATEMENT:

As an organization grounded in the Latino community of Washington State, it is the mission of El Centro de la Raza (The Center for People of All Races) to build the Beloved Community* through unifying all racial and economic sectors; to organize, empower, and defend the basic human rights of our most vulnerable and marginalized populations; and to bring critical consciousness, justice, dignity, and equity to all the peoples of the world.

JOB SUMMARY:

El Centro de la Raza is seeking a full-time Voter Engagement Organizer to implement and manage our voter engagement and education programs throughout King County. *This is a temporary position that ends on 12/31/2024.* The ideal candidate has experience working in an election cycle, managing election volunteers, and a deep passion for voter engagement and education. The Voter Engagement Organizer's duties and responsibilities are to create, implement and manage our voter engagement and voter education campaign throughout King County in alignment with El Centro de la Raza's mission, principles and values. This position will organize El Centro de la Raza staff, youth, program participants, supporters and volunteers to increase voter engagement, including increasing get out the vote, voter education and voter turnout activities in Spanish and English. This vital work will have a large and lasting impact on voter engagement work in our organization and community. This job description is not designed to contain a comprehensive listing of all regular activities, duties or responsibilities that may be required. Duties, responsibilities and activities may change at any time with or without notice. Requires a 6-month evaluation period.

ESSENTIAL QUALIFICATIONS:

- Bachelor's degree plus two years of work experience or at least five years of work experience required
- At least 4 years of voter engagement experience or community organizing experience
- Experience organizing and supervising volunteers
- Strong oral and written communication skills required in both Spanish and English
- Knowledge of race and social justice issues
- Experience working with BIPOC communities
- Demonstrates professionalism, positivity, accountability, teamwork and open communication
- Strong organizational skills and detail-oriented
- Passion for the mission, vision, values, and principles of El Centro de la Raza
- Practices cultural sensitivity and anti-racism

ESSENTIAL FUNCTIONS:

- Create, implement and manage our voter engagement campaign for King County with a focus on youth and the Latinx community with a goal of increasing voter participation including overall strategy and tactics
- Organize El Centro de la Raza staff, youth, program participants, supporters and volunteers to participate in the campaign
- Campaign activities may include organizing radio programming, phone banking, text banking, canvassing initiatives, voter registration events and tabling initiatives, voter engagement events, voter education workshops, and voter turnout activities in Spanish and English
- Track and report on the progress of the voter engagement campaign to El Centro de la Raza's Leadership Team
- Serve as the owner of the National Voter Registration Day and other voter registration activities, ensuring metrics and goals for voter registration are met across our community and programs
- Organize candidate forums as-needed
- Engage with other GOTV organizations and work on cross collaborations on voting efforts
- Travel to sites to collect and drop off voter registration forms, meet with partners, institutions, and providers/individuals
- Own the coordination, training and day to day-to-day supervision of our voter engagement volunteers and volunteer leads
- Hold volunteer events for voter engagement and GOTV efforts
- Execute data-driven field campaigns to meet or exceed our voter registration and engagement goals through various direct contact tactics, including door-to-door field canvassing, phone banking, text banking, and online actions
- Provide voter engagement content for social media, email campaigns and mailings
- Connect with the Latinx community across the county to create a strong voter base
- Attend all team and organization meetings, events and activities as assigned
- Collaborate with all employees to achieve the mission and fundraising goals of the organization
- Performs other duties and responsibilities as assigned by the Executive Director

SKILLS/TECHNICAL KNOWLEDGE:

- Proficient in Microsoft Office 365 and database experience.
- Experience with Canva, communications software and social media platforms a plus.

WORKING CONDITIONS:

Works in a general office environment at El Centro de la Raza. Works a minimum of 40-hours per week including some evenings and weekends. May require a flexible schedule. May work different hours on different days. May require some local travel. This is a temporary position that ends on 12/31/2024. El Centro de la Raza reserves the right to change any or all conditions under which this position is permitted to work.

PHYSICAL REQUIREMENTS:

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead
- Ability to operate telephone, desktop or laptop computer
- Ability to lift up to 40 lbs. and move large boxes of donations, furniture, etc. as needed

EL CENTRO DE LA RAZA OFFERS THE FOLLOWING BENEFITS TO FULL-TIME/PART-TIME STAFF:

- Medical and dental insurance with competitive employee and family rates.
- Basic life insurance provided at no cost to employee; option to buy up for additional coverage.
- 401(k) plan with 5% employer contribution; eligible to participants after six months of employment; eligible for employer contribution after first year of employment with El Centro.
- 12 days of sick/safe pay time each calendar year (accrued by pay period); eligible to take accrued leave after 90 days of employment.
- 15 days of vacation accrued by pay period; start accruing upon hire; eligible to take after 6 months of employment plus a floating holiday and birthday off.
- 9 days of paid holidays + 5 days paid time off during the last week of December.
- Access to a Flex Spending Account (FSA) if desired.
- Employment Assistant Program (EAP) for all employees, which provides help with mental health, stress, grief and loss, illness or trauma, relationship conflicts, financial guidance, life adjustments, and more.

Equal Employment Opportunity and Accommodation Statement:

El Centro de la Raza provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the requirements of the position. El Centro de la Raza will attempt to satisfy requests as long as the accommodation needed is a reasonable and no undue hardship would result.

COVID-19 VACCINATION REQUIREMENT:

All El Centro de la Raza employees are required to be fully vaccinated against Covid-19. Please bring your vaccination records on your first day. Failure to submit proof of vaccination will result in withdrawal of the job offer. El Centro de la Raza will consider requests for reasonable accommodation based upon disability or religious belief. Please contact HR@elcentrodelaraza.org for the appropriate application forms.

To apply for this job please send your resume, cover letter and our employment application to:

Executive Director ortega@elcentrodelaraza.org and hr@elcentrodelaraza.org. Please go to the El Centro de la Raza website to download a copy of our [Employment Application](#).

REV: 1/2024