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## Job Description

**JOB TITLE:** Civic Engagement Specialist

**DATE WRITTEN:** June 2020

**FUNCTIONAL AREA:** Development Department

**DATE APPROVED:** June 2020

**REPORTS TO:** Development Director

**PREPARED BY:** J. Begay-Kroupa

**POSITION LEVEL:** Temporary – Part Time

**SALARY:** DOE

### **JOB SUMMARY:**

The Civic Engagement Intern will collect administer activity around non-partisan issues and oversee all Census Outreach and voter registration, education and engagement activity for the 2020 election cycle. This position will focus on completing Census outreach and voter registration focusing on the American Indian Community. The position requires travel within Maricopa County and require weekend and evening hours as scheduled. Timely and regular attendance to work-related activity is an essential function of this position. This position is active through November, 2020.

### **MAJOR FUNCTIONS:**

- Coordinate voter registration efforts in Maricopa County
- Collaborate and support outreach with our community partners in Tucson and Flagstaff
- Develop and maintain an outreach schedule
- Participate in Maricopa County Recorder's office and Arizona Secretary of State webinars and meetings to keep apprised of necessary information
- Analyze and assess information to determine important points, demystifying the info for placement in marketing messaging
- Conduct registration outreach events to occur online and face to face as allows
- Track all voter registration engagement and activity for reporting
- Provide training and technical assistance to all team members for effective participation
- Recruit volunteers to support outreach efforts in the developed calendar
- Work collaboratively with other minority groups doing similar work
- Develop and maintain a database as necessary of organizations and networks including cross-sectors in business, technology, advocacy and education
- Write reports based on data tracking as requested
- Create and distribute promotional materials to include print and give-aways
- Write messaging for placement on social media and website

- Provide information by answering questions and requests via email, phone or face to face
- Organize and schedule meetings and appointments
- Maintain contact lists
- Promote the mission of the Phoenix Indian Center
- Maintain computer and manual filing systems
- Handle multiple projects
- Contribute to team effort by accomplishing related results as needed
- Administrative duties such as filing, typing, copying, binding, scanning, faxing, bulk mailing and producing letters and labels from batch printing etc.
- Schedule meetings and maintain other's schedules as requested
- Handle sensitive information in a confidential manner
- Event coordination support; organization of minutes, databases and effective venue communication
- Assist with the promotion of the 2020 Census
- Other duties as assigned

### **MINIMUM QUALIFICATIONS:**

- High level of professionalism with strong administrative skills
- Excellent time management skills and ability to multi-task and prioritize work
- Strong attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Extremely proficient in MS Office
- Strong passion for community engagement with the American Indian community
- Ability to build and maintain relationships in a professional manner
- Requires travel within Maricopa County and occasional trips to Flagstaff and Tucson

### **PREFERENCE:**

In accordance with the Indian Preference Regulations, preference is given to American Indians. To claim American Indian preference a copy of tribal affiliation must be submitted with resume and supplemental information form.

### **Note - All staff requirement:**

- Must have or able to obtain a State of Arizona Department of Public Safety Fingerprint Clearance Card within 90 days
- Dependable transportation, valid driver's license, and automobile insurance coverage in compliance with Center requirements