



**JOB TITLE:** Civic Engagement Specialist

**DATE WRITTEN:** June 2021

**FUNCTIONAL AREA:** Communications

**DATE APPROVED:** August 2021

**REPORTS TO:** Communications Coordinator

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

**GRADE:** Full Time – Non-Exempt

**SALARY:** DOE

**JOB SUMMARY:**

The Civic Engagement Specialist will administer all civic engagement related activity including education and outreach on non-partisan issues such as individual voter engagement initiatives, upcoming election cycles, state redistricting, Census initiatives with a focus toward the American Indian Community. The position requires travel within Maricopa County and requires weekend and evening hours as scheduled. Timely and regular attendance to work-related activity is an essential function of this position.

**MAJOR FUNCTIONS:**

- Coordinate and implement the civic engagement strategic plan to include stated outcomes of the project
- Conduct and coordinate voter registration, education and outreach efforts
- Participate in County Recorder's office and Arizona Secretary of State trainings and provide information and technical assistance to all team members for effective active involvement as necessary
- Work collaboratively with local community partners and other minority groups doing similar work to keep apprised of necessary information pertaining to civic engagement efforts.
- Track all voter registration engagement and outreach activity for reporting
- Coordinate and implement townhalls or virtual education outreach events
- Vet and secure contracts with consultants to provide the content for civic engagement planned activities.
- Analyze and assess information to determine important points, demystifying the info for placement in marketing messaging
- Recruit volunteers to support outreach efforts in the developed calendar
- Assist in reports based on data tracking as requested
- Advise on all civic engagement related content creation and distribution of promotional materials
- Write messaging for placement on social media and website
- Maintain computer and manual filing systems
- 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
- Event coordination support; organization of minutes, databases and effective venue communication
- Promote the mission of the Phoenix Indian Center
- Other duties as assigned

**MINIMUM QUALIFICATIONS:**

- Bachelor’s Degree plus two years’ relevant experience or any equivalent combination of education and experience
- 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 and can handle multiple projects
- 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 statewide travel

**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

**SUBMIT CURRENT APPLICATION PACKET TO INCLUDE:**

- A complete Application Packet includes (1) cover letter, (2) resume (3) supplemental information form
- Via Email: [info@phxindcenter.org](mailto:info@phxindcenter.org)
- Mail Service: PHOENIX INDIAN CENTER, INC. - Personnel | 4520 North Central Avenue, Suite 250 | Phoenix, Arizona 85012
- PH: 602-264-6768 | FAX: 602-274-7486
- [www.phxindcenter.org](http://www.phxindcenter.org) Click on Contact Us
- NOTE: Supplemental Information Form can be found at [www.phxindcenter.org/employment/](http://www.phxindcenter.org/employment/)