



JOB TITLE: Civic Engagement Specialist

DATE WRITTEN: March 2024

REPORTS TO: Director of Development

DATE APPROVED: March 2024

GRADE: Full Time – Non-Exempt

SALARY: \$40,000 - \$45,000

JOB SUMMARY:

The Civic Engagement Specialist will administer all civic engagement related activity including but not limited to education and outreach on non-partisan issues such as individual voter engagement initiatives, upcoming election cycles, state redistricting, and Census initiatives with a focus toward the American Indian Community. Specialist will also assist in the development of marketing and other educational materials to promote Civic Engagement activities and awareness campaigns. The position requires travel within and outside of 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
- 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 local and/or nationwide 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
- 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 Click on Contact Us
- NOTE: Supplemental Information Form can be found at www.phxindcenter.org/employment/