

## IGNITE Civic Engagement Coordinator

### About IGNITE

IGNITE is a movement of young women who are ready and eager to become the next generation of political leaders. We offer civic education, exposure to elected women, hands on training and work opportunities, and a peer network of women who support each other's aspirations. We are a national, non-partisan 501c3. IGNITE programs and events are for all cis and trans women, as well as non-binary people who are comfortable in a space that centers the experiences of young women.

### IGNITE Structure

IGNITE has a national office that is responsible for:

- Developing and codifying IGNITE programs, packaging them and making them digitally available.
- Developing a national communications calendar (including social media) and managing all communications.
- Developing national partnerships.
- Working in partnership with staff to prepare individual, foundation and corporate proposals.
- Working in partnership with staff to raise individual contributions from supporters across the US.
- Securing corporate sponsorships to support national-scale work.
- Developing annual budgets and managing all agency resources.

IGNITE staff are located across the country and work cross-functionally on regional and content-area teams. While this position reports to the Legislative Advocacy Coordinator, they will need to maintain positive, collaborative relationships with program staff in other parts of the country and be comfortable collaborating virtually. The Civic Engagement Coordinator will serve on the Legislative Advocacy Team and work in conjunction with staff to advance IGNITE's project goals.

***The Civic Engagement Coordinator will be a full-time, temporary, project-based position until December 23, 2022. This position is remote, and some travel may be required.***

IGNITE is on course to grow rapidly over the next 5 years with a strategic focus on expanding our reach to impact thousands more young women each year, and increasing our overall budget to \$10M.

### Position Description

IGNITE is searching for a Civic Engagement Coordinator with at least 2 years of experience in legislative advocacy or civic engagement, experience working with college campuses, event planning, organizing and/or policy. The Coordinator will support the execution of IGNITE's 2022 IGNITE the Vote (ITV) campaign to meet our national programmatic goals in the areas of civic engagement and community organizing. They will be responsible for working directly with the

Legislative Advocacy team to facilitate and implement the programmatic activity for the ITV campaign. They will be able to build effective relationships, coalitions and campaigns. They will also have passion for iGNITE's mission and will understand how movement building is served by a civically engaged community.

### **Position Description**

Under the supervision of the Legislative Advocacy Director, the Civic Engagement Coordinator is responsible for:

- Formulating and executing advocacy campaigns, community education and engagement projects around 2022 primary and general non-partisan voter education and Get Out the Vote (GOTV) efforts.
- Providing appropriate training, developing educational resources and supporting capacity-building efforts for our ITV Ambassadors and program sites.
- Building and maintaining relationships with, but not limited to, community stakeholders, coalitions, organizations, youth leaders, and college/high school chapters.
- Leading efforts in collaboration with iGNITE's program staff to conduct program activities to engage young people and provide education around the barriers to voting.
- Assisting iGNITE's ITV Ambassadors to host voter registration drives, voter education activities, and voting parties to celebrate voting with young voters.
- Analyzing available data on voter registration, voter turnout, and demographics to identify community needs and develop campaign strategies.

### **Qualifications**

- Bachelor's degree or equivalent experience preferred, degree in public policy, political science, nonprofit management, education or related field a plus
- 2+ years of program experience
- Prior meeting planning or program admin/coordination experience preferred
- Advocacy, organizing, and community education experience required, with experience in electoral/issue campaigns or GOTV work strongly preferred. Digital organizing experience a plus.
- Strong project management skills with prior experience managing complex and/or multifaceted programs with measurable successes and program growth
- Strong communication, administration, organization, coordination and analytical skills essential
- Ability to build and sustain mutually beneficial relationships with multiple, diverse constituents
- Ability to lead and facilitate community education and engagement meetings
- Excellent verbal, interpersonal and written communication skills
- Computer literate, fully proficient with MS Office suite, above average knowledge and proficiency with social media applications (Facebook, Twitter, Instagram)
- Data-driven mindset and experience working with online voter files (ex: NGP VAN)
- An affinity for working with a culturally and politically diverse community

**Compensation:** Coordinator 1 - \$3,750 per month through December 23, 2022

To apply, please submit the following in PDF format to Elizabeth Castañón, Director of Operations, at [elizabeth@ignitenational.org](mailto:elizabeth@ignitenational.org):

- Recent resume
- Statement of interest

***IGNITE requires all employees to be vaccinated against COVID-19 within 6 weeks of their start date.***

*IGNITE is an Equal Opportunity Employer. We will consider applicants for positions without regard to any category protected by applicable federal, state or local law, including but not limited to: race, color, religion, sex, national origin, age, physical or mental disability, genetic information, veteran status or uniformed service member status. Women, people of color, LGBTQ people, young people, and members of other historically disenfranchised populations are strongly encouraged to apply.*