



## **Position: Civic Engagement Coordinator (Full-Time)**

**Organization Overview:** Founded in 1984, the Cambodian Mutual Assistance Association is dedicated to improving the quality of life for Cambodian Americans and other minorities and economically disadvantaged persons in Lowell through educational, cultural, economic and social programs.

**Position Overview:** Reporting to the Program Manager, the coordinator will manage CMAAs' nonpartisan voter registration, persuasion, and Get Out to Vote (GOTV) work. The ideal candidate has a strong commitment to social, racial, and economic justice movements, is results-oriented, enjoys working with a team, and has a demonstrated ability to work with a diverse array of stakeholders.

### **Responsibilities:**

- Coordinate and meet all deliverables for the nonpartisan civic engagement efforts
- Manage the development and implementation of disaggregated data education, civic and voter engagement program, including voter registration, nonpartisan voter education, voter turn-out efforts, and field/data tracking
- Work closely with CMAA team, the Lowell Votes Coalition, and other partners (service providers, community groups, environmental and other advocacy groups) to grow civic engagement opportunities locally and provide residents education and access to decision-makers around issues that matter most to them.
- Bottom line responsibility for civic engagement data management
- Assist in recruiting and supervising interns and volunteers
- Additionally: Work with CMAA translation team and Lowell Votes to develop and keep civic and voter education materials up to date between and during election seasons.

### **Qualifications:**

We are seeking individuals with previous experience working on or managing civic engagement programs, grassroots/political organizing in the social justice movement, or comparable experience, who are passionate, enthusiastic, and energetic. Qualified applicants should be interested in connecting civic engagement to base-building, leadership development, and issue campaigns. The successful candidate will have strong communication skills, understanding of campaign and political strategies, and ability to create a civic engagement framework that yields clear results:

- Demonstrated experience (3+ years preferred) in civic engagement and/or organizing
- Proficiency in VAN (Voter Activation Network) and/or MiniVAN, Microsoft Word, Excel, PowerPoint, and Google Docs
- Proficiency in social medias and video editing.
- Excellent verbal and written communications skills
- Ability to present information concisely and effectively, both verbally and in writing
- Belief in and commitment to progressive social, racial, and economic justice
- Ability to work independently while maintaining a good team player work ethics
- Ability to work with a diverse team of individuals
- Commitment to understand race, class, gender, and other equity issues as part of your work as well as the impact these structural issues have on our own work environment
- Event planning and marketing skills
- Massachusetts Driver's License and access to a vehicle (preferred)

**Compensation:** Salary commensurate with experience – full-time with benefits (health, dental, paid holidays)

**Starting Date:** Immediate

**Procedure for Applying:** Qualified candidates submit via e-mail a current resume and a cover letter to Hannah Phan, Program Manager at [hphan@cmaalowell.org](mailto:hphan@cmaalowell.org). Applications will be reviewed on a rolling basis.