POSITION: Civic Engagement Coordinator

PROGRAM OVERVIEW
BLU Educational Foundation sees civic engagement as key to our mission of working with the community for educational, economic, social, and racial justice. The core work of our Civic Engagement Program is developing engaged and informed African American youth, parents and community leaders that can positively influence policy and practices that create environments for educational opportunity and success.

POSITION SUMMARY
The Civic Engagement Coordinator (CEC) will engage, recruit, and train youth and adults to increase the power, voice and leadership of Black and other Communities of Color to advance educational and social justice. The CEC will develop, implement, and supervise voter/issue campaigns, community canvassing, field organizing and civic engagement activities (virtually and in-person) throughout Inland Empire communities, schools, and colleges.

RESPONSIBILITIES
- Identify, recruit, and train student, parent and community leaders
- Conduct outreach through one-on-ones, presentations and community meetings
- Coordinate, deliver and/or facilitate trainings, workshops, and meetings
- Coordinate the development and support for African American Parent Advisory Councils (A.A.P.A.C)
- Coordinate and implement the Institute for Civic Engagement trainings
- Conduct surveys to identify issues
- Build/Support alliances with organizations and other partners
- Engage and mobilize students, community, and organizations on key issues
- Develop and coordinate Civic Engagement Programs
- Recruit, train and coordinate volunteers for voter canvassing and phone banking
- Monitor and track outreach outcomes, manage/maintain accurate records, administrative tasks, database management, logistics
- Represent BLU at college and community events
- Assist with fundraising and grant writing
- Supervise/manage staff, interns, fellows and volunteers
- Perform other duties as assigned

QUALIFICATIONS
- MUST enjoy and be willing to effectively engage with the African American community
- Knowledge and experience in current civic, social, and/or racial justice issues
- Passion and commitment for social justice
- Understanding of urban educational and social issues
- High level of proficiency in computer programs, software and social media (Microsoft Office programs, Graphics/Layout programs, proficient use of Internet for research)
- Excellent written, analytical, and oral communication skills
- Ability to communicate and work cooperatively with staff, community partners, constituents, organizational allies and elected officials
- Must carry self in a professional and ethical manner and maintain strict confidentiality
QUALIFICATIONS (cont.)

- Ability to carry out presentations before groups
- Reliable and timely in carrying out job duties
- Strong organization skills and the ability to meet deadlines
- Must be energetic, self-starter, and be able to multi-task and work independently in an effective manner under pressure
- Flexibility, sense of humor, ability to adapt easily to shifting priorities and deadlines
- Dependability and punctuality a must!

REQUIREMENTS

Education: Bachelor’s Degree from a regionally accredited college or university

Experience: Minimum two (2) years of experience in voter engagement or community organizing

AND

Must have demonstrated work experience, confidence, and success in working with African American youth, families, and communities of color.

AND

A minimum of one (1) year of experience in leadership development, staff supervision/management and leading employees to reach performance goals.

Candidate must pass TB test, criminal background check, have personal transportation available for job related travel, valid California Driver’s License and automobile insurance.

SALARY AND BENEFITS

This is a full-time position with an annual salary range of $41,000-$49,000. Limited benefits are included.

WORK SCHEDULE

30-40 hours per week during school year. 30-35 hours per week during summer months. Must be available Monday-Friday from 9am-8pm. Flexibility with work schedule is required; Regular schedule to include some evenings and weekends and some travel throughout program year.

APPLICATION PROCESS: This position will be available December 1, 2020. Application materials are now being accepted. Review of resumes will begin immediately and continue until the position is filled. The position may close when an adequate number of qualified applications are received.

How to Apply: Interested and QUALIFIED candidates should email the following:
1. Cover Letter - Include qualifications, experience and desire to work with African American voters, parents and young adults, and future career/educational goals
2. Current Resume
3. Professional References (3) - Include Name, Title & Company/Organization, and phone number

Please send cover letter, resume and references to: info@BLUedfoundation.org
For information, please visit www.BLUedFoundation.org