

Alabama Coalition for Immigrant Justice

Position:	Civic Engagement Coordinator
Type:	Temporary position with possibility of long-term hire
Based in:	Alabama
Deadline:	Open until filled

About ACIJ:

The Alabama Coalition for Immigrant Justice (ACIJ) is an immigrant-led organization working for the rights and dignity of all people by cultivating just policies, encouraging grassroots leadership and participation, building alliances, and amplifying the voices and contributions of immigrants in Alabama.

Position summary:

ACIJ is seeking a part-time Civic Engagement Coordinator to support the development and implementation of our statewide non-partisan voter engagement activities in 2024. The ideal candidate will have working knowledge and experience with digital and direct organizing and a commitment to social justice and equity for low-income communities of color. The Coordinator will work with a team of fellow organizers and community leaders statewide to mobilize voters for the 2024 elections through training, outreach, and canvassing. The Coordinator will work closely with existing community leaders and staff and report to the Executive Director. The position will end in December 2024, with a possibility of transition into a full-time staff role.

Responsibilities:

- Work with staff and community leaders to fine-tune the goals and strategies of a civic participation plan
- Design and implement campaigns for phone/text banks, canvassing, and mobilization, including preparing lists and scripts, creating maps, rides to the polls and ensuring that data is updated daily
- Work with community leaders and staff to develop and print multilingual election literature
- Lead volunteer and paid canvassing programs, including tracking, recruitment, training, and supervision
- Lead community education via *The Power of Participation* curriculum
- Engage with partner organizations and networks pursuing civic engagement work
- Gather and compile current data and share results regularly with staff
- Report updates weekly to Executive Director, along with schedule of upcoming events
- Other responsibilities as determined by the Executive Director

Qualifications:

- At least 2 years experience in canvassing and/or civic engagement work
- At least 1 year experience in volunteer coordination, program management, or similar role
- Commitment to social, racial, economic, environmental, and gender justice
- Demonstrated effective written and oral communication skills
- Proven ability to use digital platforms and manage data
- Strong motivation and adaptability, including ability to work under pressure and with deadlines
- Must be available to work nights and weekends as needed
- Willingness to travel across the state during campaigns with access to reliable transportation
- Ability to prioritize and be accountable to work plans with limited supervision
- Written and verbal bilingual (English-Spanish) communication skills are a plus but not required

Please send a resume and a cover letter explaining your interest in the position to info@acij.net. Compensation is \$30/hour with an average of 20 hours per week. The position will include limited benefits, including the option to participate in company health and dental plans with 50% employer contribution, travel reimbursement, and 7 days of paid vacation in addition to office holidays.

Applications will be accepted on a rolling basis until the position is filled. Please send a resume and cover letter to info@acij.net with "Civic Engagement Coordinator" in the subject line. ACIJ does not discriminate on the basis of race, ethnicity, national origin, religion, gender, sexual orientation, disability, age, marital status, or status with regard to public assistance. We are an equal opportunity employer and strongly encourage immigrants, people of color, women, and LGBTQIA+ individuals to apply.