



COALITION ON HUMAN NEEDS

Job Announcement: Voter Engagement Project Coordinator

THE POSITION

The Coalition on Human Needs (CHN) is seeking a highly motivated, organized, and energetic campaign staffer for a limited duration to increase our voter outreach and engagement efforts with underrepresented populations. As a campaign the position will require an average of 30 hours per week to start and will ramp up to 35 hours per week as we approach the November 2020 election. The position will run tentatively from to August 3, 2020 (or as soon as hired) to November 20, 2020.

THE ORGANIZATION

Coalition on Human Needs (CHN) was founded in 1981 to bring together organizations and advocates who promote policies that address the needs of low-income and vulnerable families and individuals throughout the United States. CHN's members include civil rights, religious, labor, and advocacy organizations concerned with the well-being of low-income individuals, children, women, the elderly, and people with disabilities. CHN helps more than 100 national member organizations and thousands more nationwide to work together to raise awareness about and support for issues affecting poor and vulnerable populations in our country. Staff members track dozens of issues and help other organizations stay on top of new developments in public policy and affect policy change in key areas to meet human needs. For more information, visit www.chn.org.

POSITION SUMMARY

Reporting to the Executive Director and Director of Outreach & Membership and working with the rest of the staff where appropriate, the Project Coordinator will work to increase voting among low-income people, with special attention to communities of color and others, such as people with disabilities, who face challenges in registering to vote and voting. The Project Coordinator will: manage outreach to state and national partners and assist in identifying and forging new organizational partnerships; identify and adapt/incorporate effective voter education materials in CHN's voter engagement campaign; participate in planning of voter engagement activities; manage electronic communications for CHN on voter engagement and education efforts. This will include writing and disseminating regular communications and developing strategies to broaden the organization's reach; utilize CHN social media accounts and website to provide voter education resources and be the primary communications contact for CHN voter engagement and education work.

While CHN staff are all DC-based, this position is being offered as a remote position due to the ongoing COVID-19 pandemic. A requirement of this position is a flexibility to work, when necessary, on Eastern Time to match up with the rest of the staff.

KEY RESPONSIBILITIES

- Disseminating information about voting and announcements of voter education activities and events through multiple communications channels.
- Development of mutually beneficial working relationships with staff at partnering organizations.
- Development of resource library for nonpartisan 501c(3) nonprofits to use in their voter engagement work.
- Preparation for coalition meetings.
- Frequent updates and development of voter education contents on CHN website.
- Development of social media and blog content.
- Utilization of research information and data.
- Providing program assistance for communications, special projects, and administrative support of staff related to the Voter Engagement and Education project.

QUALIFICATIONS AND COMPENSATION

- Electoral or voter registration/education campaign experience.
 - Excellent writing, editing, information-gathering, and organizational skills.
 - Ideal candidates are detail-oriented, creative, enthusiastic, and able to balance multiple priorities simultaneously. The coordinator will often work individually and unsupervised.
 - Experience with communications, specifically social media and/or website content management is a plus.
 - Experience working with low-income people and/or communities of color a big plus.
 - Experience working with 501(c)3 nonprofit organizations a plus.
 - Familiarity with computers and MS Office a must.
 - Commitment to public interest advocacy, organizing, and social justice.
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- Position will be paid at a rate of \$30 per hour, not to exceed 495 hours unless the Project Coordinator and CHN mutually agree to an extension of time. It will include generous health insurance benefits. The position is expected to extend from August 3 – November 20, 2020.

The Coalition on Human Needs is an equal opportunity employer. Women and people of color are strongly encouraged to apply.

TO APPLY

To apply, send a cover letter, resume, short writing sample (1-3 pages) and 3 references to jbattistelli@chn.org with the subject line: Voter Engagement Coordinator