



COALITION ON HUMAN NEEDS

1825 K Street, NW · Suite 411 · Washington, DC 20006 · 202.223.2532 · Fax 202.223.2538 · www.chn.org

JOB ANNOUNCEMENT: Voter Engagement Project Coordinator

THE ORGANIZATION

The Coalition on Human Needs was founded in 1981 to bring together organizations and advocates who promote federal policies supporting the lives of people with low incomes and other vulnerable populations. CHN's members include over 100 religious, labor, and advocacy organizations concerned with the well-being of low-income individuals, children, women, the elderly, and people with disabilities. CHN helps hundreds of national and grassroots organizations work together to defend or expand federally funded services such as health care, housing, services for children and families, education/training, tax policy, income assistance, and nutrition. For more information on CHN, please visit our website at www.chn.org.

POSITION DESCRIPTION

This is a temporary full-time position, from July 1 through November 11. Reporting to the Executive Director and Director of Outreach & Membership and working closely with the Outreach and Engagement Specialist and other staff, the Project Coordinator will work to increase voting among people with low incomes, with special attention to communities of color and other individuals, such as people with disabilities, who face challenges in registering to vote and voting. The Project Coordinator will: manage outreach to current 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; utilizing CHN social media accounts and website to provide voter education resources and being the primary communications contact for CHN voter engagement and education work.

While most CHN staff are DC-based, this position is being offered as a remote position. 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 listservs.
- 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.
- Experience working with people with low incomes and communities of color.
- Commitment to public interest advocacy, organizing, and social justice.
- 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 501(c)3 nonprofit organizations a plus.
- Pay will be \$30 - \$40 per hour, depending on experience, for 35 hours per week. Generous health insurance benefits are included. A \$25 stipend will be provided each pay period to offset the costs of phone and internet.

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

TO APPLY

Please email cover letter, resume, and three references to jobs@chn.org with “Voter Engagement Project Coordinator” in the subject line. No faxes or phone calls, please. This position will be open until filled.