



# Pennsylvania Immigration & Citizenship Coalition

## Civic Engagement Manager

**Seniority Level:** Senior Staff

**Industry:** Non-profit Organization, Immigrant Rights

**Employment Type:** Full-Time, Exempt

**Exempt Employment Location:** Philadelphia region

### ABOUT US:

The Pennsylvania Immigration & Citizenship Coalition (PICC) is a diverse coalition of member organizations that spans across Pennsylvania. Our membership includes community groups, social, health, and legal service providers, advocacy organizations, labor unions, and faith communities. PICC plays a unique role as the only statewide coalition in Pennsylvania that brings together organizations and individuals representing different ethnicities, immigration statuses, faiths, and other backgrounds to work collectively on immigrant rights in Pennsylvania.

### WHO YOU ARE:

The Civic Engagement Manager will lead PICC's civic engagement voter registration drive and get-out-the-vote program, including implementing quality control for both programs. The Civic Engagement Manager will be responsible for volunteer recruitment, training, and management for the civic engagement programs and for creating any voter education materials that would support the programs. The Civic Engagement Manager will work within the Campaigns Department with a focus on increasing the political power of immigrant and refugee communities. This position reports directly to the Political Director.

### Key Responsibilities:

- Direct PICC's civic engagement activities, including voter registration and get-out-the-vote programs. Create voter education materials to support the programs.
- Supervise, train, and manage civic engagement volunteers.
- With guidance from the Executive Director, ground the program in the best practices for running a voter registration drive and GOTV operation using proven methods and data-driven analysis, and reinforce the standards for data collection and preservation.
- Utilize and maintain strong systems, tools, and records of non-sensitive data, oversee systems to track metrics and track progress to goals, help the Campaigns Department consistently compile the most relevant data points and qualitative markers of success, and produce weekly progress reports
- Oversee and implement quality control procedures on both programs.
- With the Political Director, contribute to representing PICC in key partnerships and coalitions for local, state-wide, and federal advocacy efforts.
- Support organization-wide events and activities, including direct actions, press conferences, rallies, lobby days, and other events as needed.

### Required Qualifications:

- Established commitment to racial and gender equity and record of success working with communities of color, women, low-income people, LGBTQIA individuals, and other historically marginalized communities



# Pennsylvania Immigration & Citizenship Coalition

- Strong belief in the mission of the organization and a commitment to advancing racial equity and immigrant rights
- At least two previous cycles of voter registration and/or electoral field campaign experience or at least 3 years of relevant work experience
- Strong volunteer recruitment and management skills, including but not limited to: delegation, managing multiple projects concurrently, maintaining a high level of detail orientation, and meeting deadlines
- Strong interpersonal skills, with an emphasis on working collaboratively on team projects and setting clear expectations and roles
- Ability to work well with others under pressure and creatively adapt strategies and tactics as needed
- Strong technology skills with an aptitude to learn quickly to ramp up on new platforms or technology: Excel, Google applications, dialer and text tools, and VAN or other similar voter databases
- Excellent oral and written communication skills that include:
  - Ability to reliably track and report on project outcomes
  - Ability to process and understand nonpartisan compliance and communicate it to diverse audiences
  - Analyze and describe field data and craft recommendations for program adjustments in easy-to-follow language
  - Cultural competence in communicating with diverse communities
- Willingness to: travel in Pennsylvania as deemed necessary; Occasionally work evenings and weekends to accommodate community leaders' schedules or attend key community events; Travel to regional and national convening events held outside of Pennsylvania (e.g., Washington, D.C.).

## **Ideal Qualifications:**

- Knowledge of community organizing, coalition dynamics, or issue-based advocacy campaigns is a plus but not required.
- Fluency in a language other than English, reflective of Pennsylvania's immigrant communities, is a plus but not required.
- Experience working in multilingual spaces is a plus but not required.

## **What we offer:**

- The starting salary for this position is \$55,000. PICCC prides itself on having an equitable, transparent, and values-based pay scale for all its employees and strives to maintain a process to ensure pay equity at all levels of the organization.
- Competitive benefits package, which includes full medical coverage, 5% employer match, 401k match, individual wellness fund, paid vacation, mental health days, sick leave, 9 US holidays, 3 floating holidays, parental leave, and rejuvenation leave after 4 years of employment.

*Persons of color and from immigrant backgrounds are strongly encouraged to apply.* This position is based in Philadelphia and will require some travel statewide. This is a full-time position with occasional weekend and evening hours.



# Pennsylvania Immigration & Citizenship Coalition

## How to Apply:

Please submit a resume to [jobs@paimmigrant.org](mailto:jobs@paimmigrant.org) with the subject line: "Civic Engagement Manager":

All applications will be acknowledged with an initial automatic response, but only completed applications will be reviewed. **Applications will be reviewed on a rolling basis until the position is filled.**

*The Pennsylvania Immigration & Citizenship Coalition is an equal-opportunity employer. Candidates for employment will be considered without regard to race or ethnicity, gender, age, national origin, marital status, disability, or sexual orientation. As part of this commitment, we have adopted a Ban the Box policy to ensure fair and inclusive hiring practices.*