

# **Part-Time Contract Regional Civic Engagement Coordinator - Decorah**

## **Summary**

The Part-Time Contract Regional Civic Engagement Coordinator will work directly with the Director of Policy and Advocacy to promote civic engagement and increase the number of pro-LGBTQ equality candidates, including “out” LGBTQ individuals who run for, and are elected to serve in federal, state, and local public offices. The Coordinator will also work with a team of regional coordinators who will work together to recruit, train, and engage local constituents to create towns, neighborhoods, businesses, churches, schools, and communities where LGBTQ equality is protected and embraced.

The Regional Civic Engagement Coordinator will be responsible for performing a number of public and outreach events, voter engagement, and fundraising duties. The ideal candidate is highly self-motivated, professional, and connected to LGBTQ and political communities in the Decorah area. This position averages 10 hours/week.

## **Responsibilities and Duties**

- Recruit, train, and support an active civic engagement team of individuals and organizations that work together to expand the number of pro-LGBTQ individuals who vote and run for office.
- Develop a strong get out the vote (GOTV) regional network.
- Build partnerships with allied groups and political organizations to build an inclusive community that does not tolerate discrimination.
- Plan and coordinate regional civic engagement and political events.
- Support fundraising in the region through one-on-one meetings, groups, events, and other forms of communication that enable the regional program to sustain and grow.

## **Required Skills**

- Minimum of 2+ years of experience in a combination of organizing, political engagement, and fundraising.
- Advanced Microsoft Office skills, with an ability to become familiar with firm-specific programs and software.
- Strong organizational project management and problem-solving skills with impeccable multi-tasking abilities.
- Exceptional interpersonal skills.

Please send cover letter, resume, and other materials to be included in consideration for this contract position to [keenan@oneiowa.org](mailto:keenan@oneiowa.org). Application materials will be accepted on a rolling basis until the position is filled.