



## **JOB DESCRIPTION**

**Position: Civic Engagement Coordinator**

**Reports to: Political Director**

### **OUR WORK:**

The Colorado Organization for Latina Opportunity and Reproductive Rights (COLOR) & COLOR Action Fund (COLOR AF) is a community-rooted non-profit organization that works to enable Latinxs and their families to lead safe, healthy, and self-determined lives by holding elected officials accountable to our issues and electing people who support our mission.

We value justice and equity for all people: creating awareness of intersectionality and the ways it is used to either support or marginalize Latinx folks. We are a community rooted organization who work to create intergenerational opportunity and leadership. We model sex positivity and support Latinxs' right to make their own decisions.

### **SUMMARY OF POSITION:**

The Civic Engagement Coordinator position plays a key role in the overall field and outreach programming with both COLOR's C3 and C4 side. This role will work with the Organizing team on the advancement and expansion of the Latinx electorate, identifying new members for the organization, and advancing the Reproductive Justice movement in the state, for both C3 and C4 priorities. They will manage a canvassing team with a goal of building power for our communities.

Candidates must demonstrate a commitment to COLOR's vision, mission, and programs.

### **RESPONSIBILITIES INCLUDE:**

#### **Civic Engagement & Partner Strategy**

- Work closely with the Political Director and COLOR team to manage and facilitate innovative and creative electoral and issue campaigns, short and long-term campaign planning, and capacity building in both C3 & C4 space.
- Oversee and manage the canvass team (ongoing) with a focus on creating a safe and inclusive space.
- Provide guidance to team members on the facilitation and coordination of collaborative partner events.
- Assist in the cultivation of relationships with partner organizations and community groups.
- Ensure the civic/community engagement program is executed with the highest standards of accuracy and professionalism and all applicable laws are followed.
- Help track Organizing/Civic Engagement program budget for expenses
- Support in recruiting, vetting, coordinating and continually engage COLOR volunteers for events, tabling, and actions

## **Operations**

- Assist on data organization and cultivation of internal and external systems related to field and organizing, e.g. VAN and EveryAction. etc
- Work in partnership to guide and support the Youth of COLOR Fellowship, particularly the organizing fellow.
- Participate in organization-wide resiliency work as well as staff-board retreats.
- Other duties as assigned.

## **Required Qualifications**

- Cultural Competence - must share a commitment to advancing racial justice and equity and ensuring an inclusive organizational culture. Familiarity with the complexity of issues and obstacles facing communities' of color participation in U.S. democracy.
- Ability to practice confidentiality, discretion and legal compliance in the work.
- Is collaborative; works well on teams and with others, fosters a community environment.
- Adapts and responds to change effectively; proactively seeks opportunities to be supportive of change and serve our mission.
- Flexible work schedule when evening and weekend hours are required.

## **Preferred qualifications:**

- Strong familiarity with EveryAction, VAN, and Google Workplace
- Leadership skills and ability to manage a team
- Experience working with underrepresented and/or historically marginalized communities, particularly in political and organizing settings. Experience or training in race equity / anti-racist frameworks; a general understanding of how power intersects with gender, race, ethnicity, sexual orientation, and class in organizing and electoral settings.
- Spanish language competency is a plus

## **SPECIAL INSTRUCTIONS TO APPLICANTS:**

This position will work primarily remote until it is safe to resume regular office hours. Some travel required.

## **Salary:**

Salary range for this position is \$43,000 to \$46,000 with a competitive benefits package.

## **Application Process**

Position open until filled. Send resume and cover letter to [info@colorlatina.org](mailto:info@colorlatina.org) with *Civic Engagement Coordinator* in the subject line.