



## **Michigan League of Conservation Voters Education Fund --- Democracy for All Coordinator**

The Michigan League of Conservation Voters Education Fund is seeking a full-time Democracy for All Coordinator to build community power, especially through youth engagement, support voting rights and election protection across our target communities as well as advocate for these rights in Lansing. The Democracy for All Coordinator will work to ensure that community members are not only engaged in the voting process, but with wider civic engagement initiatives as well. Redistricting will be a significant focus including helping to drive active participation in neighborhoods defining their own “communities of interest” as well as providing the Commission their own map boundaries.

The ideal candidate will be able to work independently, take initiative, and be resourceful to move our priorities forward. This position, alongside a team of tenacious colleagues, will build and amplify the voices of communities of color and other key constituencies who are disproportionately impacted by historical barriers to the ballot and environmental issues.

### **About the Michigan League of Conservation Voters Education Fund**

The Michigan League of Conservation Voters Education Fund (MLCVEF) seeks to educate, mobilize and engage Michiganders in the democratic process, and to educate and engage with decision-makers, in order to ensure that protecting Michigan’s natural resources and our Great Lakes is a top priority in Lansing. We work closely with community leaders, elected officials, partner organizations and advocates from across the state, and we have built a reputation as the leading, non-partisan political voice for Michigan’s land, air and water.

MLCVEF is an equal opportunity employer. We assure equal treatment in hiring selection, promotion, transfer, compensation, benefits, training, discipline and other personnel practices and terms or conditions of employment without regard to race, color, religion, sex, age, national origin, height, weight, marital status, genetic testing status, veteran status, disability, sexual orientation, gender status, or any other protected class established by all applicable federal, state and local laws and ordinances.

### **Job Responsibilities**

The Democracy for All Coordinator, who will ideally be based in Detroit or the metro area, will be responsible for the following:

- Educate, engage and empower our community, especially young people, to protect voting rights and turn presidential-year voters into every election voters,
- Represent our Civic Engagement team in key community meetings and coalition partner events with the goal of deepening these relationships,
- Work in partnership with Michigan LCV’s Political & Outreach team to educate and engage communities in Detroit, Oakland and Macomb counties on protecting our air, land, water and public health,
- Be a catalyst for building youth engagement in our MLCVEF Democracy for All program in close partnership with Grow Detroit’s Young Talent and other key community organizations,

- Build the 313Votes brand, along with the Civic Engagement Director and Manager,
- Develop and update training materials for community engagement, issue education, canvassing as well as text and dialer programs,
- Train temporary organizers/virtual canvassers, interns and volunteers,
- Establish and maintain relationships across community partners, temporary staff, interns and volunteers.

### **Qualifications**

We are seeking candidates who excel at building genuine relationships, who are natural problem solvers, results-driven, and who are looking to become long-term community leaders. Successful candidate qualities include:

- A creative, motivated self-starter with an organizing background who is goal-driven and detail-oriented,
- A highly organized person who takes initiative, provides effective management and can complete projects independently or collaboratively as needed,
- A positive, solutions-oriented attitude and a commitment to maintaining a supportive, empowering culture,
- A track record of inspiring action and building a team,
- An interest in working with diverse constituencies to broaden and deepen participation in the democratic process,
- A minimum two years of experience in community engagement and one year of supervisory experience is preferred,
- A track record of developing and maintaining strong working relationships with and among a wide range of stakeholders, including communities of color,
- A track record of managing multiple projects in a goal driven hard deadline focused environment,
- Proficiency in working with a variety of database systems; including proficiency in Microsoft and Google Suite and ideally Voter Activation Network (VAN) and/or Every Action is preferred,
- A commitment to Southeast Michigan and addressing the local land, air and water issues impacting the region.

### **Benefits and Compensation**

MLCVEF offers a competitive compensation and benefits package that includes the following: health and dental coverage, long-term and short-term disability coverage, life insurance coverage, a retirement savings program, reimbursements for business-related travel, a generous paid time off policy, and a team of smart, funny and kind colleagues working together to deliver on a mission that really matters.

### **How to Apply**

Please send your cover letter and resume to [jobs@michiganlcv.org](mailto:jobs@michiganlcv.org) and include "Democracy for All Coordinator" in the subject line. Applications will be reviewed on a rolling basis beginning December 9, 2020.