



**Filipinx for
Immigrant Rights &
Racial Justice
Minnesota**
Makibaka, Mag-alsa, Para sa Hustisyal!

Job Title: Civic Engagement Coordinator
Hours: 20 hours a week; weekend hours as required
Period: June 2021 - Nov 2021
Pay Rate: \$25/hr
Benefits: None

Filipinx for Immigrant Rights & Racial Justice MN seeks a Civic Engagement Coordinator to lead outreach out to the Filipinx and Asian American communities in Minneapolis leading up to the 2021 elections. The coordinator will lead and help develop FIRM’s Election 2021 Outreach and GOTV program. Their main responsibility is to prepare voter education materials, train volunteers, and coordinate phone banks, doorknocks, and tabling to educate and register voters. The coordinator is encouraged to explore creative approaches to voter engagement, such as webinars, community forums, and public service announcements. This position will be available from as soon as the individual can start to November 16, 2021, two weeks after election. **Please submit a resume along with a cover letter to greg@firmtc.org**; with Community Engagement Coordinator in email subject. The coordinator will work with FIRM leaders to accomplish this project and is not expected to work entirely independently.

<p>Responsibilities and Duties:</p> <ul style="list-style-type: none"> ● Work closely with FIRM Leaders (Greg King, Toni Geurts) to plan and execute a voter engagement strategy for the 2021 election ● Build a calendar of civic engagement activities and events that allow FIRM members to volunteer ● Work with contractors and communications coordinator (Christelle Cayton) to develop voter education materials with a focus on the issues of policing and public safety, including charter amendments and positions of Mayoral and City Council candidates ● Create or update training materials and script for phone banking, canvassing, and doorknocking ● Create online voter education materials as necessary, including webinars, forums, social media posts, and / or Public Service Announcements ● Coordinate with AMAJ, AAOP, and other organizations conducting similar work in AAPI communities. ● Request voter information from the Voter Activation Network (VAN) database - provided by AAOP ● Attend regular civic engagement team meetings 	<p>Skills & Experiences (1 - 3 years) and willing to learn:</p> <ul style="list-style-type: none"> ● Strong passion for community organizing and empowerment of Filipinx and Asian American Pacific Islander communities ● Commitment to inclusivity, racial justice, and advancing a new model of public safety not focused on policing ● Experience with community outreach, engagement, & recruitment ● Ability to stay on task and problem solve; and ability to work in non-English speaking communities ● Self-starter, good time management, adaptable and good at meeting deadlines ● Phone canvassing experience ● Management and supervision of volunteers, canvassers, and workers ● Event planning and management ● Creative and critical writing and strategic messaging ● Public speaking, facilitation, and train the trainer ● Conversant in or willing to learn Microsoft Office Suite, Google Suite, Zoom, ASANA, and Slack.
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| <ul style="list-style-type: none">● Report to Leadership Team members as needed | |
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FIRM does not discriminate on the basis of race, color, ethnicity, national origin, citizenship status, religion, sex, sexual orientation, gender expression, age, height, weight, physical or mental ability, veteran status, military obligations, and marital status. We strongly encourage persons who are Asian & Pacific Islanders, queer, trans, and women of color to apply for the positions.