



## **Youth Civic Engagement Coordinator**

**Voluntary At-Will Employment**

**Preferred Start Date: July 8, 2019**

### **Summary:**

The Mississippi Votes Youth Civic Engagement Coordinator will manage and further the development of all MS Votes Youth Civic Engagement programming (Youth Advisory Council, The Campus Ambassadors Program, and The Millennial Fellowship).

### **Primary Functions and Responsibilities:**

- Manage the day to day operations of MS Votes' youth programs -- including creating/developing advocacy toolkits, issue briefs, reports, and policy statements affecting youth; lead the revision of existing MS Votes advocacy toolkits to share strategies and tips for youth organizing
- Work with Program Manager to develop research on youth civic participation and engagement
- Responsible for maintaining regular communication with MS Votes' interns, fellows, and high school ambassadors
- Expand youth civic engagement programs
- Work with Data Manager/Data Managing Group to ensure organizational data is properly managed and maintained across all campuses
- In collaboration with Program Manager and Field Coordinator, set annual, quarterly, and monthly goals and develop work plans to ensure that goals are met
- Responsible for building and sustaining local, state, and national relationships to advance MS Votes' policy and organizing goals as it relates to youth
- Support efforts to strengthen relationships with key local, state, and national partners/alliances
- Develop coalition of organizations doing youth civic engagement work in 1.) Mississippi and 2.) across the country

- Where appropriate, represent MS Votes at conferences, in the media, and other approved events

**Education:**

- Bachelor's Degree or 6 years of equivalent experience in youth organizing

**Skills & Experience:**

- Experience in grassroots, political, student or youth organizing; policy writing and/or advocacy work;
- Candidates must have excellent communication skills — including the ability to communicate effectively with diverse audiences through various mediums, including email, conference calls, public speaking engagements, and in-person coalition meetings;
- Experience with communications, social media, and web-based communications as a tool for network and program growth;
- Ability to work effectively in a fast-paced work environment; must be well organized, detail—oriented and able to manage competing priorities and frequent deadlines;
- Previous experience generating content for reports, issue briefs, op-ed, or talking points strongly desired;
- Ability to work independently, with supervision, and as part of a team.
- Ability and willingness to travel occasionally and to work additional hours when needed.
- Familiarity with tools and resources that social media provides young organizers (Twitter campaigns, Facebook, hashtag creation).
- Flexibility, resourcefulness, ability to manage multiple projects and/or events, and meet frequent deadlines.
- Familiarity with student issues
- Familiar with the mission and vision of MS Votes

**Demands:**

- Flexibility in work hours -- evenings and weekend hours may be necessary
- Car and driver's license required for in-state travel
- 30% travel required

**Reports To:**

Program Manager

**How to apply:**

Submit your resume and cover letter to [info@msvotes.org](mailto:info@msvotes.org) with the subject line: “YCEC, \*your name (first, last)\* - Attn: ED”

**Additional Information:**

Salary and benefits associated with the Youth Civic Engagement Coordinator position is based on experience and will be discussed in the interview. For more information please feel free to visit our website: <https://msvotes.org/>.

*Mississippi Votes is an equal opportunity/affirmative action employer. All qualified persons are encouraged to apply regardless of race, color, creed, ethnicity, national origin, ancestry, age, height, weight, sex, gender identity, sexual orientation, disability, marital, or domestic partner status or religious affiliation.*