



Outreach Coordinator Job Description

How to Apply

To apply, please send a cover letter and resume to miri@risingvoicesaaf.org with the subject line "Outreach Coordinator."

Rising Voices 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 identity, or any other protected class established by all applicable federal, state and local laws and ordinances.

Background and Mission

Rising Voices, a project of the Center for Empowered Politics, is a fiscally-sponsored nonprofit 501c(4) that builds progressive power in Michigan by developing the leadership of Asian American women (cis, trans, gender non-conforming and femme-identifying) through community and cultural organizing, electoral engagement, and policy advocacy for a future where all families can thrive.

Position Description

The Outreach Coordinator oversees the day to day operation of a healthy and high-quality outreach program that leverages our grassroots, legislative, and electoral power for tangible progressive change. Outreach Coordinators are responsible for supervising outreach organizers, leading outreach using a variety of community engagement tactics, facilitating the skill building and political education of the outreach organizing team, and holding outreach organizers accountable to numeric goals and quality conversations. The Outreach Coordinator reports directly to the Outreach Manager and works together with the Outreach Manager and Director on the execution of Rising Voices' outreach program.

This position is a full-time 35-hour per week hybrid position with a strong in-person component. During canvassing campaigns, this position requires daily travel within metro Detroit to oversee

campaign coordination and canvass launches, as well as weekend work. The work is outside up to 75% of the time.

Key Responsibilities

- Maintain a strong team culture that upholds Rising Voices' organizational values and a commitment to continuous improvement
- Hold regular 1-1 check-ins with outreach organizers to give feedback and support skill development
- Model engaging and effective canvass tactics for outreach organizers
- Facilitate team huddles to prep and debrief outreach organizers for canvass campaigns
- Lead political education and skill building sessions for outreach organizers
- Monitor daily canvasses and hold team members accountable to goals and expectations
- Take attendance and track hours of part-time outreach organizers
- Ensure data collection best practices and assist with quality checking of data collected from outreach efforts
- Identify and coordinate follow-up engagement efforts with community members
- Coordinate turf assignment and distribution of supplies and campaign literature
- Assist with recruitment and training of outreach organizing staff as necessary

What we're looking for

- Comfort working with groups of people who are diverse in race, ethnicity, gender, sexual identity, age, religious affiliation, English language proficiency, class, education background, immigration status, and ability.
- Commitment to racial and economic justice and a clear personal stake in building progressive power for and with the Asian American community.
- Interest in community organizing and/or electoral politics.
- Skill in connecting with and motivating others.
- A curious, energetic and positive attitude.
- Growth mindset in the face of challenges and setbacks.
- Ability to learn new skills and tools quickly.
- Ability to work with minimal supervision; self-motivated.
- Ability to work well with a team, take direction/feedback, and share skills & knowledge.
- Excellent verbal communication skills.
- Strong organizational skills and attention to detail.
- Reliable access to a vehicle.
- Able to lift boxes of supplies and campaign materials; comfort with being outside in various weather conditions.
- Fluency in an Asian language is a plus but not required.

Compensation and Benefits

- Salary-banded position at \$50,000 with excellent medical, vision, dental insurance, and employer-sponsored 401k.
- Earned paid time off, including vacation, personal, compensatory, and sick time.
- Phone, internet and home office stipend.

Rising Voices has a non-negotiation policy when it comes to salary offers as we know that negotiations tend to benefit certain types of people more than others. Rising Voices is a unionized workplace and this position is eligible to be part of the union bargaining unit.