



CIVIC ENGAGEMENT ORGANIZER

Miami Dade based remote position

The Alliance for Climate Education (ACE) exists to confront climate change as the most urgent crisis of our time, threatening the health of communities and ecosystems across the globe. ACE's mission is to educate young people on the science of climate change and empower them to take action. Since our founding in 2008, ACE has educated over 3 million youth, grown our action network to 300,000 members, tracked over 1 million climate actions, and registered and turned out tens of thousands of first-time climate voters.

JOB SUMMARY

The Civic Engagement Organizer in Miami-Dade or Broward County will support ACE's efforts to educate and empower young people in South Florida to take action on climate change through civic engagement. The primary roles of this position are to administer a database, and to manage the quality control process for our voter registration program, which includes tracking and verifying voter registration data. The Civic Engagement Organizer will have a leading role in maintaining our voter registration data and training and supporting the Miami-Dade and Broward County Youth Organizers as they use the database, and other tools and technology, to improve the efficacy of ACE's voter registration work. The Civic Engagement Organizer will also conduct field-based voter registration and GOTV activities alongside the Youth Organizers.

Through these primary responsibilities, the Civic Engagement Organizer will work to strengthen ACE's role and impact in the South Florida climate movement space by registering and turning out first-time youth climate voters and increasing youth participation in our democracy.

This is an exciting moment to join the ACE team as we work to scale our Action Fellowship and in-person education programs and build youth power to move forward just, equitable climate policy and elect strong climate leadership in the 2020 elections.

This is a full-time, temporary position through November 30, 2020 with the possibility of extension for a longer time period. This is a remote position based in either Miami-Dade or Broward County. The Civic Engagement Organizer will work from home, meet weekly by video chat with Field Program Team members and have weekly national full staff meetings with colleagues online, and periodically meet in person with the 6 other Florida staff members. The Civic Engagement Organizer needs to be available for regular regional travel to collect and deliver voter registration cards as well as occasional travel to participate in conferences, actions, events, and to attend staff retreats.



QUALIFICATIONS

An ideal candidate will possess most of the following:

- A strong commitment to the civic engagement of young people and other historically underrepresented communities.
- Passion for climate and social justice.
- Proficiency in data entry
- Strong computer skills and the ability to quickly learn new software and use an online database platform.
- Creative, diplomatic, and professional approach to problem-solving.
- Strong analytical skills with ability to set priorities, complete work with minimal supervision, and manage several tasks/projects concurrently
- Ability to work well under pressure and consistently complete projects on or before their due date.
- Acute attention to detail - catching errors is a primary task of this role.
- Strong interpersonal and communication skills (via phone, email, and in person) in English.
- Ability to train and coach youth and adult teammates
- Ability to translate technical instructions into easy-to-follow language for non-technical audiences.
- Patience working with people with a wide range of skill levels.
- Experience in voter registration/GOTV/ electoral work.
- Experience working with Blocks, the Voter Activation Network (VAN), EveryAction and/or other databases.
- 1+ years experience in field organizing, electoral work, project management
- Experience working with high school age students
- Experience working with diverse communities
- Bilingual in Spanish is a plus.
- Comfortable working remotely and as part of a small team.
- Must have a valid driver's license, consistent access to a car (or live in an area with abundant car share or public transportation options), and be willing to travel within a two hour radius around regional hub.

POSITION DETAILS

- Schedule: Full-time position
- Temporary: Through November, 2020 with the possibility of extension
- Annual salary Range: \$40,200 - \$48,000 Commensurate with experience
- Includes generous benefits (Medical, Dental, Vision, Vacation and Sick Time)
- ACE is an equal opportunity employer that highly values staff diversity
- Anticipated start date: Immediately



- Deadline: Open until filled
- Location: Miami Dade (Remote)

APPLICATION GUIDELINES

Please apply by emailing your resume and cover letter, to careers@acespace.org, with the “Civic Engagement Organizer, Miami” in the subject line. All your information will be kept confidential according to EEOC guidelines.

ACE is an equal opportunity employer that highly values diversity, equity, and inclusion and views the climate crisis as a social justice crisis. People of color, indigenous people, people who experience gender oppression, people with disabilities, and people who identify as members of the LGBTQIA+ community are particularly encouraged to apply.

FULL JOB DESCRIPTION

[View the full job description here.](#)