



FLSA Classification

Exempt

Salary/ Compensation

\$45,000

Reports to

Director of Organizing

Anticipated Start Date

June 1, 2023

Civic Engagement Coordinator (Organizer)

Summary

Youth Rise Texas is an Austin, Texas-based nonprofit organization working to create a leadership development pipeline that will put youth at the forefront of healing our communities and winning demands safeguarding or realizing rights. We seek a full-time Civic Engagement Coordinator (Organizer) to support the upkeep, growth and development of the Youth Rise Texas base and provide strategic leadership, political education, analysis and curriculum development to support the When We Vote (WWV) and Youth Organizing programs. This role includes liaising with YRTX Healing Justice Program’s Coordinator, Policy Coordinator and other Youth Organizing Program staff. The Civic Engagement Organizer, is based in Austin Texas, reports to the Director of Organizing and is responsible for the following:

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Responsible for updating the WWV dashboard on a weekly basis
- Write curricula to support the goals and aims of YRTX voter education, #SW Leadership Intensive and other curriculum as needed
- Organize and facilitate educational, political, and membership events in collaboration with YRTX staff
- In consultation with the Director of Organizing and Co-Executive Director of Programs set, meet, and exceed benchmarks for voter contact, volunteer recruitment, grassroots engagement, and GOTV during and outside of local, state



and national election cycles

- Support all staff in the implementation of training programs for youth staff, volunteers and members
- Implement strategies and campaigns for supporting federal, state, and municipal legislation and advocacy efforts in Texas
- Learn and utilize a full range of digital campaigning tools, including email, mobile messaging, petition, call alert, event, and other platforms
- Coordinate When We Vote program team to supervise up to 15 Youth Outreach Leaders canvassing, door-knocking, engaging in voter education (VE) and voter registration (VR)
 - Provide weekly group supervision meetings and individual supervision as needed including guidance, support, and problem solving
- Map terrain to determine where we need to canvas or door knock to meet our target voters and successfully engage 7,000 voters by December 2024
- Ensuring data capture for the above, particularly as it relates to voter registration and youth get out the vote efforts (IE: ensuring all new voters registered have their cards turned in to Secretary of State on time, ensuring all new youth who sign up are placed onto our database for future engagement, capturing numeric outputs at all events, etc)

Youth Engagement

- Develop Strategists to engage and escalate youth across Youth Organizing work

Required Education, Experience, and Competencies

All Youth Rise Texas employees are required to have the following:

- A belief in the power of youth
- A successful history of working with collaborative teams
- Enthusiasm and openness to participate in staff-wide political education
- Enthusiasm and openness to participate in YRTX's model of youth leadership and engagement
- Ability to manage transitions with humor and determination

Additional Requirements

- Minimum of two years demonstrated work experience with grassroots, issue based and/or electoral campaigns
- Experience on at least one campaign in the Southern United States at the local or state level



- A broad understanding of Texas policies that pertain to communities of color is required
- Experience in serving/organizing/struggling with those mostly affected by immigration and/ or policing issues is required
- Evidence of successful planning and project management
- Strong research, written and verbal communications skills and an eye for detail
- Strong advocacy, consensus-building, coalition-building, and leadership skills; demonstrated ability to work collegially and collaboratively with other staff and other organizations; demonstrated ability to work with groups and individuals across the political spectrum.
- Demonstrated commitment to community organizing and ability to work constructively with grassroots partners.
- Experience managing peers or volunteers
- Commitment to social change through building the capacity and power of young people to change their communities and to participate directly in changing public policies.
- Weekend availability

Supervisory Responsibilities

A program cohort of up to 15 youth organizers will report to the Civic Engagement Organizer and support the implementation and success of the When We Vote program. Because of the nature of Youth Rise Texas' leadership and developmental management model, all staff engage in projects that require upward, horizontal, and downward personnel and project management as appropriate.

Work Environment

YRTX is a small, intergenerational staff (> 20) that includes teens, young adults, and those with long careers in non-profit and social justice work. We intentionally build community, relate and attend to each other as co-workers and individuals, and make space for everyone's continued learning, growth, and personal and professional development.

Our physical business offices are located in Austin, TX. During the COVID period, all staff have the option to work from home part- or full-time, and we limit the number of staff who can be in the office at any given time.

Physical Demands

This role may include extensive walking for voter engagement efforts as well as lifting <20 lbs.



Affirmative Action/EEO Statement

It is the policy of Youth Rise Texas to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information, or any other protected characteristic under applicable law.

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

How to apply

Please send a brief cover letter and resume to jobs@youthrisetx.org with the subject line 'Civic Engagement Coordinator.' Please do not call or email to inquire about the status of your application. This application will remain open until the position is filled.