



1225 East International Airport Rd, Suite 220, Anchorage, Alaska 99518

Phone: (907) 222-7714 / www.akaction.org

CAREER OPPORTUNITY: CIVIC ENGAGEMENT COORDINATOR

Alaska Community Action on Toxics (ACAT) seeks a full-time Civic Engagement Coordinator to facilitate change through integrated voter engagement and achieving health protective policies.

About ACAT

ACAT's Mission is to advance environmental health and justice by empowering marginalized communities and eliminating exposure to toxics through community based participatory research, education, organizing, civic engagement, advocacy, envisioning and building just futures based on indigenous knowledge & science.

ACAT will provide the ideal candidate with the opportunity and support to pursue their passion to help improve the world. As an essential role in a close-knit team, the Civic Engagement Coordinator will join in the work and interact on a regular basis with local, statewide, national, and international policymakers as well as leaders from Alaska tribes, health care professionals, labor unions, faith-based organizations, environmental justice advocates, youth, educators, seniors, and other non-governmental organizations (NGOs).

Position Description: Civic Engagement Coordinator

Civic Engagement Coordinator work independently and on teams to increase civic engagement, create protective policies, and support a movement of systemic change towards a just transition and a healthy future for everyone. The Civic Engagement Coordinator works closely with the Canvass and Program Coordinator to engage the Rising American Electorate in Alaska (women, people of color, and youth). This is vital to cultivate a grassroots base to advance and protect environmental health and reproductive justice now and in the future.

Responsibilities for the Civic Engagement Coordinator position include, but are not limited to, the following:

- Coordinate trainings and leadership development programs that empowers individuals to become leaders and effectively advocate for change.
- Work collaboratively with existing partner groups and develop new partnerships to build solidarity and people power.
- Collaborate with the Canvass and Program Coordinator to develop strategies on implementing the civic and voter engagement program, including voter registration, non-partisan voter education, voter turn-out efforts, field/data tracking, and accountability systems.
- Engage ACAT's base through one-on-one conversations, tabling, organizing community events and workshops, sending emails, action alerts, postings on social media and our website.
- Organize multi-faceted campaigns to support initiatives and hold legislators accountable.
- Track and analyze data to inform organizational growth, programmatic and campaign strategy, grant reports, and additional needs of the Executive Director and other staff.
- Support organization wide initiatives when possible i.e. assist with ACAT events and attend CHE Alaska teleconferences
- Participate in staff gatherings; answering phones, and office duties as needed.

Required Qualifications for Civic Engagement Coordinator

- Equivalent of two or four-year degree and/or at least one year of paid work experience
- Relevant experience in organizing, advocating, and public speaking

- Proficient with Microsoft Office 365
- Strong social media skills (Facebook, Twitter, Instagram, etc.)
- Well-honed interpersonal skills; able to work both independently and collaboratively
- Unflinching ability to appreciate diversity and work with all kinds of people
- Ability to travel four or five times a year, for up to a week
- Flexible and adaptable to shifting priorities
- Passion for working in the nonprofit sector
- Excellent communication skills; both verbal and written
- A good sense of humor
- Driver's license and personal transportation available for occasional business use

Desirable Qualifications for Civic Engagement Coordinator

- Experience in working on political or policy campaigns
- Resident of Alaska for more than one year
- Experience with the Voter Activation Network (VAN)
- Experience using and maintaining a Customer Relationship Management (CRM); experience with Every Action highly desirable
- Bachelor's degree (or combination of education and work experience equivalent)

Salary & Benefits

Annual Salary: \$42-\$50K depending on experience. This is a professional, exempt position.

ACAT provides benefits, including:

- Medical & Dental insurance for employee only; includes HSA with partial employer contribution
- 10 days each paid vacation & sick leave
- 14 Paid holidays
- Flexible schedule, occasionally from home.
- Mileage Reimbursement
- Professional Development courses directly related to the position and organization's goals.

How to Apply

We encourage applications from all individuals who possess the required qualifications.

Please email:

1. Cover Letter (include why you are interested in this position and what makes you a strong candidate)
2. Resumé
3. Please provide up to 3-5 references (3 professional and 2 personal) with current telephone and email

Please do not call or drop by the office.

Email your documents as .pdf format to: samarys@akaction.org

Deadline is by Wednesday, August 5th. The position is open until filled. If you have not heard from us within a week after you submit your application, please send a follow up email to: samarys@akaction.org.

Commitment to Equal Opportunity and Diversity

As an equal opportunity employer, we are committed to employment practices that ensure that applicants for employment are provided with equal opportunities without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, gender expression, genetic information or any other factor that is not related to the position.