

# Colorful Backgrounds- E.X.P.O. Voter Engagement Coordinator

## Job Overview and Description

The Colorful Backgrounds E.X.P.O. Voter Engagement Coordinator will organize to promote voter registration and voting; engaging new voters and repeat voters in the process. The coordinator will educate formerly incarcerated and the community on voting rights for convicted felons, convicted misdemeanants, and pretrial detainees.

We are seeking individuals who have been directly or indirectly impacted by the carceral system, advocate for effective changes to the criminal justice system and dedicated to helping restore formerly incarcerated people to full participation in society and their families to build healthy, safe communities.

## Duties and Responsibilities

- The primary responsibility of the CBEXPO Voter Engagement Coordinator will be to organize, implement and accomplish the non-partisan PIIN Integrated Voter Engagement model; in-reach of the PIIN congregations, outreach to the community. Outreach to include Allegheny County Jail, Half-Way Houses, etc.
- The coordinator will work with the PIIN IVE team and organizer staff to educate, equip and mobilize returning citizens and their families.
- The coordinator is responsible for building coalition partners to assist in getting residents in low voter turnout communities to exercise their right to vote.
- The coordinator will assist in planning and participating in community “get out to vote” events.
- The coordinator will help plan, implement and participate in door-to-door canvassing, phone and text banking events.
- The coordinator will log and track voter engagement data.

## Salary/Position

Salary range, \$ 16-\$17 per hour based upon experience and education in the field. This is a **20-40 hour** per week **temporary** position. Position ends on or about November 15,2022. Benefits are not included. The work week is flexible and will require some travel, working nights and weekends for trainings and events based upon the organization’s needs.

## Communication

Communication shall be a vital element of the coordinator’s work. First, the coordinator must always practice good listening skills; be able to process; to effectively agitate and move people to action; and to identify people's needs and potential. Second, the coordinator needs to always establish and build working relationships with other people by conducting one-to-one conversations.

## Reporting

The coordinator shall remain in close communication with IVE committee by submitting a weekly written report. Provide a monthly update to the PIIN Executive Committee and the Board of Directors.

## **Training and Education**

Trainings and workshops will focus on developing leadership skills, educational opportunities, and civic and advocacy training that meet the needs of the participants and communities. Trainings and workshops will include but are not limited to:

- Trainings on the roles that the formerly incarcerated community and their families can play in social and racial justice reform.
- Identify and recruit potential leaders to attend national, regional and local trainings conducted by Gamaliel and PIIN.

## **Training for the Organizer**

The coordinator shall receive local IVE training within the first 30 days of employment with the organization. (Based upon training availability) Ongoing formal and informal training will be a part of the coordinator's growth.

## **Evaluation and Success Metrics**

A review will take place at the conclusion of the temporary period. The review will remain on file as a part of the coordinator's record. In addition, every 90 days there will be a quarterly check-in meeting to assess the accomplishments and progress in achieving goals. Informal review or feedback should be ongoing and consistent to help in achieving personal and organizational goals.

The Coordinator shall measure their success by tracking in writing, for review upon request, the following metrics:

- The number of formerly incarcerated individuals that **register** to vote.
- The number of residents that register to vote.
- The results from events; door-to-door canvassing, phone and text banking.