



JOB TITLE: Civic Engagement Phone Bank Specialist
CLASSIFICATION: Seasonal and Temporary
REPORTS TO: Membership Director
DATE: September 2018

MISSION STATEMENT:

To help transform the social and economic conditions in South Los Angeles that foster addiction, crime, violence and poverty by building a community institution capable of involving thousands in creating, influencing and changing public policy.

ORGANIZATION OVERVIEW:

Community Coalition is a non-profit social justice organization working to address social and economic conditions in South LA by empowering residents to fight for policy solutions that build up the community. Since 1990, Community Coalition has built a groundbreaking, community-driven approach to creating change. We elevate the voices of our members, shift power to the community, and tackle the root causes of poverty, crime and violence. Together we are creating a more prosperous, safer and healthier South LA.

Community Coalition's projects and victories include stopping the expansion of liquor stores in South LA, supporting gang violence prevention programs, creating foster and family care support programs, hosting art and music festivals and healthcare enrollment fairs. Community Coalition has also registered and mobilized thousands of voters in South LA, participated in the process to create a federal Promise Zone for South Los Angeles and creates leadership opportunities for young people with the South Central Youth Empowered through Action program and Freedom School, among other projects.

Community Coalition is an equal opportunity employer. People of all races, religions, and gender identities are encouraged to apply.

POSITION DESCRIPTION:

Under the direct supervision of the Membership Director, Community Coalition seeks Civic Engagement Phone Bank Specialists who will play a critical role in educating South L.A. voters and mobilizing them on the day of the election. The primary role will be to conduct ongoing phone banking outreach to community stakeholders

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned):

- Work 5-hour phone banking sessions, usually 5 days per week, adhering to legally-vetted script, and as scheduled by supervisor
- Operates online voter contact platform (PDI) to record conversations and identification of voters
- Maintains professional and engaging conversations with voters, peers and other office staff
- Reports voter data contact on a nightly basis to lead staff, entering voter contact data and pledge forms in spreadsheets
- Assist with administrative pieces of the phone banking sessions as necessary

QUALIFICATIONS:

- Open availability with flexible work hours including some evenings and weekends
- Strong verbal communication skills
- Must be computer-literate, with skills in word processing, spreadsheets, and other work-related applications
- Bilingual language skills with English-Spanish a plus but not mandatory
- Organized, detail-oriented, and able to work in a fast-paced environment
- Ability to work autonomously and as a member of a team
- Ability to prioritize and meet goals

APPLICATION INSTRUCTIONS:

Please send resume to jobs1@cocosouthla.org, the subject should read “Civic Engagement Phone Bank Specialist: First Name Last Name”.