



**Civic Engagement Outreach Worker (Seasonal and Temporary)  
Non-Exempt, Part time position (25 hours/week)**

**COMMUNITY COALITION MISSION STATEMENT:** *To help transform the social and economic conditions in South Los Angeles that foster addiction, crime, violence and poverty by building a permanent community institution that involves thousands of residents in creating, influencing and changing public policy.*

**SUMMARY STATEMENT:** Community Coalition is a dynamic, progressive organization that values teamwork and mutual support. This is an ideal opportunity for someone who is assertive, willing and able to learn quickly and comfortable working both in groups as well as independently in a fast-paced environment.

**JOB DESCRIPTION:**

Community Coalition seeks Civic Engagement Outreach Workers who will play a critical role in the educating South L.A. voters and mobilizing them on the day of election. The primary role will be to conduct ongoing phone banking outreach to community stakeholders.

**KEY DUTIES AND RESPONSIBILITIES:**

- Works 5-hour phone banking sessions, usually 5 days per week, adhering to legally-vetted script, and as scheduled by supervisor Phonebanking and data entry.
- 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

**MINIMUM JOB REQUIREMENTS AND DESIRED SKILLS:**

- 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

**COMPENSATION & BENEFITS**

- \$17/hour, plus paid sick leave as required by state law

To apply please send resume to [kirk@cocosouthla.org](mailto:kirk@cocosouthla.org). For any questions or further clarifications about the posting please contact Kirk Samuels at (323) 750-9087x 277.