



## JOB ANNOUNCEMENT

### *Civic Engagement Coordinator*

#### **SUMMARY:**

The New Mexico Asian Family Center (NMAFC) is hiring for a Civic Engagement Coordinator (CEC) who will work to instill a culture of and strengthen the infrastructure for year-round civic engagement in local Asian Pacific Islander (API) communities; lead community building and organizing efforts to improve visibility, representation, and the platform for our API communities within New Mexico; grow an informed base of supporters who can engage in and sustain NMAFC's programs and policy advocacy activities; and uplift specific policy and systems change work to support a healthy and thriving API community. The ideal candidate will have a passion for social justice, an understanding of political and electoral processes, and a demonstrated commitment to diversity, equity, and inclusion within local communities. The CEC will work and learn with and from a wide variety of experiences among the staff to integrate civic engagement activities into NMAFC's various programs. The CEC should possess skills related to program management, public relations, and leadership development, training, and outreach.

#### **NMAFC OVERVIEW:**

NMAFC, a 501(c)(3) non-profit organization founded in 2006, is the only social service organization in the state providing culturally tailored programs and services for the API population. NMAFC is a community-based organization rooted in social justice working to advance the visibility and rights of API families across the state. Through a root-cause analysis centered in anti-racism, NMAFC has intentionally invested in prevention programming and civic engagement work, nurtured spaces for youth and family leadership development, and sought to ground its services in the traditional modalities of healing from violence through practices that have been with our families across generations.

#### **DUTIES & RESPONSIBILITIES:**

- Participate in staff, team, and civic engagement network and coalition meetings
- Represent NMAFC to the public, key stakeholders, and partners as part of project deliverables, including networking and conducting occasional trainings and workshops to organizational partners on civic engagement efforts within API communities
- Organize and mobilize API families around initiatives and movements impacting our communities
- Collaborate with API communities to strengthen and expand NMAFC's civic engagement programs
- Manage the development and implementation of NMAFC's civic and voter engagement programming, including but not limited to canvassing, phone banking, text-banking, tabling, voter and community education events, turn-out efforts, and field/data tracking
- Create and implement curricula for civic leadership trainings rooted in social justice and anti-oppression frameworks
- Oversee and train community members and volunteers on civic engagement activities, including but not limited to recruiting and establishing an active volunteer base, initiating orientation and training programs for volunteers, and organizing voter registration drives
- Maintain a data base for all civic engagement activities; process and record all data related to voter registration in compliance with existing regulations and data-entry standards
- Lead NMAFC advocacy and policy efforts on issues pertinent to NMAFC and our communities and in line with NMAFC's values, mission, and vision; develop base-building strategies to advance policy and advocacy efforts
- Conduct and report on assigned grant deliverables
- Other duties as assigned

**MINIMUM QUALIFICATIONS:**

Two years of directly-related experience preferably working in a nonprofit or civic capacity. An equivalent combination of education and/or experience may be substituted, as long as it relates to the essential duties and responsibilities.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Previous experience as a field organizer is strongly preferred
- Knowledge of anti-oppression framework, and survivor-centered, trauma-informed approaches
- Knowledge of local API communities and cultures
- Familiarity with civic engagement, political and election processes, and basic federal/state laws associated with civic engagement processes, including voter registration
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies from diverse backgrounds relevant to the completion of the work; and prioritizes accessibility to community members and clients
- Responds to situations with consistency and reliability
- Demonstrates strong, appropriate personal boundaries
- Ability to work independently and cope with varying demands
- Ability to work some evenings and weekends as needed, especially during election and legislative sessions; must be flexible
- Ability to gather data, compile information, and prepare reports
- Must be willing to comply with a criminal background check and FBI fingerprint check
- API language fluency preferred but not required

**REQUIRED TRAINING:**

Participation in continuing education and other trainings specific to agency programming.

**SUPERVISION:**

This position is directly supervised and supported by the Community Engagement Director and lies within the "Programs" department.

**WORKING CONDITIONS AND PHYSICAL EFFORT:**

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required.
- Job involves possible exposure to physical risks due to the nature of crime victim work. Every effort will be made to minimize these risks.

**CONDITIONS OF EMPLOYMENT:**

- Position: Full-time hourly employee with generous benefits (health, dental, vision, short-term disability and life insurance benefits, retirement plan with match, and paid leave)
- Pay: \$20/hr
- Hours: 35hrs a week
- Review: 6-month probationary period and then regular job review will occur on a yearly basis

**APPLICATION PROCEDURE:**

- Email resume, 3 references, and cover letter to the attention of: Huong Nguyen, Community Engagement Director ([huong@nmafc.org](mailto:huong@nmafc.org)).
- Position open until filled.
- Interviews will be conducted via Zoom or similar online platform unless otherwise discussed.

*The NMAFC is an Equal Opportunity Employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.*