



Center for Asian Americans United for Self Empowerment

## **DIRECTOR OF VOTER ENGAGEMENT JOB DESCRIPTION**

### **Position Overview**

Under the direction of the Executive Director, the Director of Civic Engagement is responsible for the development, management, and delivery of the organization's voter engagement programs.

The ideal candidate has ability and vision to further develop and enhance CAUSE programs. The position calls for an individual with experience in political canvassing and registering/engaging voters. Project and personnel management skills are a must. CAUSE seeks candidates with a solid understanding of the political landscape in Southern California as well as a strong desire to empower Asian Pacific Americans (APA) to participate in civic and political spaces.

### **Primary Duties and Responsibilities**

#### **Programming**

##### Program Development:

- Develop the overall direction and vision of CAUSE's voter outreach, training, and education programs in accordance with the organization's mission and goals
- Consistently engage relevant stakeholders in discussion and strategizing for program development purposes
- Establish short and long-term program goals and objectives
- Develop key strategies to register, turnout, train, and educate voters
- Incorporate past program evaluations, data, and feedback into future program plans
- Create an outreach strategy to consistently engage and sustain voters
- Support with the development of program-related marketing materials
- Cultivate, manage, and maintain key relationships with community partners; program-related speakers and workshop facilitators; and voter administration entities

##### Program Management:

- Conduct regular program evaluations and impact analysis
- Routinely modify and improve program strategies, structures, and processes as deemed necessary by results of program analyses
- Set key deadlines to ensure the quality outcomes for all programs
- Oversee the production of program materials and details
- Oversee vendor coordination
- Monitor the documentation of program-related documents and materials for the purposes of future programming
- Adhere to set program budgets
- Ensure program details are communicated to all relevant stakeholders
- Execute all post-program related follow up activities and communications in a timely manner
- Ensure the overall high quality and success of the organization's civic engagement programs

##### Program Execution:

- Lead and direct program speakers and/or workshop facilitators details



- Ensure the quality of day-of program details, vendor coordination, and management of interns and volunteers
- Monitor and control program schedules and deadlines

### **Personnel Management**

- Manage and train interns and volunteers
- Ensure high quality of work and productivity from interns and volunteers

### **Fundraising**

- Support CAUSE with its general fundraising and revenue-generating events and initiatives
- Exercise use of good judgement will respect to making program-related financial decisions
- Some program-related impact report writing in fulfillment of grant requirements will be necessary

### **Desired Qualifications**

- Must hold a Bachelor's degree
- 2+ years of personnel management and voter outreach experience preferred
- Fluency in an Asian language is desirable
- High proficiency in Microsoft Office (Word, Excel, PowerPoint)
- High proficiency in Google Apps (Mail, Docs, Calendar, Drive)
- Strong writing and verbal communication skills
- Attention to details and deadline-oriented

### **Hours**

Full Time\*

### **Salary**

Salary is commensurate with experience.

### **Location**

The position is based in Pasadena, CA.

*\* Employee expected to commit additional hours as necessary for CAUSE programs and other community events and activities.*

### **About CAUSE**

Center for Asian Americans United for Self Empowerment (CAUSE) is a 501(c)(3) nonprofit, nonpartisan, community-based organization with a mission to advance the civic and political empowerment of the Asian Pacific American (APA) community through nonpartisan voter outreach, training, and education as well as leadership development.

### **TO APPLY**

Individuals interested in this position should submit a cover letter, resume, and professional writing sample to Kim Yamasaki, CAUSE Executive Director, at [kim@causeusa.org](mailto:kim@causeusa.org).