



## Thai Community Development Center

Job Announcement

Posted 3/30/16

Opened Until Filled

The Thai Community Development Center has an opening for a temporary position that will last 8.5 months from 4/1/16 to 12/31/16 on a contracted basis for up to a maximum of 736 hours to coordinate our Your Vote Matters Campaign this year.

**TITLE:** Your Vote Matters (YVM) Project Coordinator

The goals and deliverables are as follows:

The Project's goals are to increase voting participation among low-propensity Thai voters in Los Angeles through phone banking and other outreach methods.

- Recruit phone banking volunteers for June and November elections (goal of 15)
- Supervise at least two phone banking sessions
- Recruit poll monitoring volunteers for November election (goal of 5)
- Attend the Community Engagement Academy in August (registration fee will be waived)
- Participate in (and co-host) periodic trainings leading up to the campaign
- Provide assistance in translating phone banking scripts and outreach materials
- Collect priority issue surveys from community members (goal of 250-500)
- Conduct media work in coordination with Advancing Justice-LA (goal of 5 media hits)
- Attend community events to conduct outreach (goal of 10 events, 300 voters reached)
- Provide a link on our website to Secretary of State's online voter registration website
- Distribute materials provided by Advancing Justice-LA in the Project's community outreach kit, which may include:
  - Posters with voter hotline information
  - Buttons
  - T-shirts
  - Stickers
  - Powerpoint presentation
  - Volunteer recruitment postcards
  - Flyers containing information on how to vote and why voting is important
- Accept access to, and receive training on, Political Data Inc. (PDI), which is the voter database system that will be used to carry out phone banking activities
- Organize community forums/town halls on ballot initiatives
- Complete weekly outreach reports
- Carry out all voter outreach work consistent with a controlled field experiment approach and ensure that such work preserves the treatment and control group structure of the Project's work
- Communicate and coordinate Project activities, with voter engagement staff at Advancing Justice-LA staff
- Assist Advancing Justice-LA in working with Grantor's research team and participate in evaluation activities conducted by research team
- Comply with Grantor's conditions regarding use of funds for ballot initiatives, candidates and political parties outlined below in Section II.A

**Organizational Background:**

The Thai Community Development Center (Thai CDC) was founded in 1994 on the principle that all peoples have a basic right to a decent standard of living and quality of life. Our mission is to advance the social and economic well-being of low- and moderate-income Thais and other ethnic communities in the greater Los Angeles area through a comprehensive community development strategy including human rights advocacy, affordable housing, access to healthcare, promotion of small businesses, neighborhood empowerment, and social enterprises.

**Qualifications:**

Candidate should have a Bachelor Degree in any social science or 2-3 years relevant experience in the field.

Bilingual in Thai and English with knowledge of business vocabulary in both languages preferred.

**Compensation:**

Compensation is commensurate with experience, training and education. Thai CDC is an equal opportunity employer. Send cover letter and resume to Chancee Martorell at [chancee@thaicdc.org](mailto:chancee@thaicdc.org) or via fax 323-461-4488.