



Center for Asian Americans United for Self Empowerment

MANAGER OF VOTER ENGAGEMENT JOB DESCRIPTION

Position Overview

Under the direction of the Executive Director, the Manager of Voter Engagement is responsible for the management and execution of the organization's voter engagement programs. The staff member will work closely with political strategists and consultants to ensure quality results.

The ideal candidate has the ability to further develop and enhance CAUSE programs. The position calls for an individual with experience in political canvassing and registering/engaging with voters. Project and volunteer management skills are a must. CAUSE seeks candidates with a passion for empowering Asian Pacific Americans (APA) to participate in civic and political spaces.

Primary Duties and Responsibilities

Programming

Program Development:

- Work accordingly with political consultants and strategists to 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

Program Management:

- Conduct regular program evaluations and impact analysis
 - Hold CAUSE voter engagement programs up to the established short and long-term program goals and objectives
 - Ensure voter registration and voter pledge goals are being met
 - Ensure quality materials and services are made readily available to non-English speaking voters
- Maintain key relationships with community partners, program-related speakers and workshop facilitators, and voter administration entities
- Monitor the documentation of program-related documents and materials
- Oversee production of program materials and details
- Set key deadlines to ensure the quality outcomes for all programs
- Adhere to set program budgets
- 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 voter engagement programs

Program Execution:

- Lead and direct program speakers and/or workshop facilitators
- Ensure the quality of day-of program details, vendor coordination, and management of interns and volunteers

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 with 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)