



# COALITION ON HUMAN NEEDS

[www.chn.org](http://www.chn.org)

## **JOB ANNOUNCEMENT: Voter Engagement and Outreach Coordinator**

### THE ORGANIZATION:

Coalition on Human Needs (CHN) was founded in 1981 to bring together organizations and advocates who promote policies that address the needs of low-income and vulnerable families and individuals throughout the United States. CHN's members include civil rights, religious, labor, and advocacy organizations concerned with the well-being of low-income individuals, children, women, the elderly, and people with disabilities. CHN helps more than 100 national member organizations and thousands more nationwide to work together to raise awareness and support issues affecting poor and vulnerable populations in our country. Staff members track dozens of issues and help other organizations stay on top of new developments in public policy and affect policy change in key areas to meet human needs. For more information, visit [www.chn.org](http://www.chn.org).

### VOTER ENGAGEMENT COORDINATOR

The Coalition on Human Needs (CHN) is seeking a highly motivated, organized, and energetic individual with experience in organizing, coalition building, and outreach work with a diverse network of partner organizations. The Voter Engagement and Outreach Coordinator will play an integral role in helping with the *Vote for Human Needs* campaign to increase our voter outreach and engagement efforts with underrepresented populations, as well as, helping to develop relationships with staff in organizations nationwide to collaborate on activities to raise awareness about federal policy initiatives as needed.

This is a full-time temporary position that will require an average of 35 hours per week and will run tentatively from July 15, 2024 (or as soon as hired) to November 20, 2024.

### Position Summary:

Reporting to the Executive Director and in close collaboration with the Policy and Strategic Partnerships Manager as well as with the rest of the staff where appropriate, the Voter Engagement and Outreach Coordinator will work to increase voting among low-income people, with special attention to communities of color and others, such as people with disabilities, who face challenges in registering to vote and voting. Additionally, the Voter Engagement and Outreach Coordinator will assist in other outreach and engagement activities relating to CHN's work. Responsibilities include outreach to state and national partners and assistance in

identifying and forging new organizational partnerships to promote active participation in voter engagement; writing and disseminating regular communications and developing strategies to broaden the organization's reach.

While current CHN staff are all DC-based, this position can be carried out from a remote location and is fully virtual. A requirement of this position is a flexibility to work, when necessary, on Eastern Time to match up with the rest of the staff.

#### Primary Responsibilities:

- Collaborating closely with the Policy and Strategic Partnerships Manager to craft comprehensive outreach strategies and execute activities seamlessly throughout the electoral cycle.
- Disseminating information concerning voting procedures and announcements of voter education initiatives and events across diverse platforms, including multiple listservs, coalition calls, the Vote for Human Needs newsletter and CHN's website.
- Creating nonpartisan issue-based voter guides to equip voters with the knowledge needed to make informed decisions at the ballot box.
- Cultivating and nurturing mutually beneficial partnerships with collaborating organizations, including delivering practical voter engagement presentations to state partners, particularly targeting service providers nationwide to participate in nonpartisan voter engagement endeavors.
- Coordinating the planning and execution of monthly letter-writing gatherings, either independently or in conjunction with partners and collaborating with partners to facilitate the establishment of Voter ID clinics.
- Monitoring volunteer recruitment efforts and matching volunteers with roles that align with their interests and skills.
- Assisting in the development and maintenance of an election calendar to track significant dates and deadlines.
- Conduct outreach to state and local organizations on topics related to CHN's anti-poverty agenda to gain cooperation and engagement in federal policy advocacy efforts.
- Assist in maintaining contact databases and other internal systems connected to our outreach and engagement work.
- Providing programmatic support for communication initiatives, special projects, and administrative functions related to the voter engagement project, ensuring smooth operations and optimal utilization of resources.
- Other duties as assigned.

#### Qualifications:

- Electoral or voter registration/education campaign experience preferred.
- Experience in public interest advocacy, organizing, and social justice.
- Self-starter able to prioritize tasks and contribute to multiple projects simultaneously.
- Excellent writing, editing, information-gathering, presentation, and organizational skills.

- Ideal candidates are detail-oriented, creative, enthusiastic, and able to balance multiple priorities simultaneously.
- Experience with communications, specifically social media and/or website content management is a plus.
- Experience working with 501(c)3 nonprofit organizations a plus.

The hourly compensation rate is \$30.

The Coalition on Human Needs is an equal-opportunity employer. Women and minorities are strongly encouraged to apply.

How to Apply:

Please email a cover letter, resume, brief writing sample such as email, text, flyer, blog post, etc and three references to [Jobs@chn.org](mailto:Jobs@chn.org) with "Voter Engagement Coordinator" in the subject line. No phone calls please. Position will remain open until filled.