

SOC is an Equal Opportunity Employer

SOC JOB ANNOUNCEMENT
CIVIC ENGAGEMENT MANAGER (bilingual English/Spanish preferred)
(updated 09/19/24 tlr)

GENERAL DESCRIPTION: Develops, leads, and manages the Civic Engagement Department, staff, and volunteers and the civic activities for the full organization to increase the engagement of near Southside neighbors.

SALARY AND BENEFITS: \$50,000-\$62,000 annual salary. Salary is based on the range and in consideration of the requirements and the track record of demonstrated achievements for the position. Benefits include health and secondary health insurance (dental and vision as well), life insurance, short and long-term disability insurance, 26 annual paid time off days, and more for permanent full-time staff.

HIRE & WORK DATES: Hiring immediately upon candidate match and open until filled. The earliest consideration date is Wednesday, September 25, 2024.

SUPERVISION: Reports to the Program Director. Supervises the Data and Canvassing Coordinator, Community Outreach Canvassers, assigned Youth Organizers, and other staff as the department expands.

EMPLOYMENT TYPE & WORK HOURS: This is a full-time, salaried, and exempt role with varied peak times. requiring availability to work a combination of weekdays and weekends as well as days and evenings.

CIVIC MANAGER RESPONSIBILITIES

Overall: increase the civic engagement of near Southside neighbors with extra efforts to reach under-represented and marginalized populations including the Latino/a/x community.

SOC's work is bilingual (English/Spanish), hybrid (in-person and digital), holistic, integrated, and intergenerational. Civic engagement work is integrated into the full organizational team and with external efforts.

Develop: continue to develop the Civic Engagement Department to align with the organization including addressing every level of the organization from the neighbors to the Board of Directors, across every other organizational department, incorporating continuous learning and training, ensuring sustainability, and incorporating all civic strategies and programs.

The civic engagement program components:

- Relational Organizing
- Ongoing Annual Census
- Electoral/Get Out-the-Vote work (spring, fall, and any special election primaries and general elections)
- Year-round engagement
- SOC's Civic Coalition and Collaborations
- Physical and Digital Civic Center
- Other components pending funding

Leadership and Management: ensure goals and deadlines (including reports) are met with the utmost integrity; center neighbors and nurture and challenge their growth and leadership; provide high levels of communication, training/coaching, and customer service; ensure welcoming, inclusive, and both safe and brave spaces.

- Recruit, manage, train, and develop a team of staff (including Data & Canvassing Coordinator, Community Outreach Canvassers, assigned Youth Organizers, etc.), neighbor leaders, and volunteers to achieve all goals.
- Ensure goals are met for outreach, engagement, leadership development, volunteer recruitment, collaborations, and programming.
- Ensure quality programming and communications (within the department, across the full organization, and with external efforts) in partnership with neighbor leaders, staff, coalition/collaborators, (including data and canvassing field plan), combatting misinformation and disinformation, and through staffing and volunteer structures (including adults and youth).
- Developing and implementing plans
- Preparing for and engaging in management and full staff team activities (self and teams) and completing responsibilities on time
- Identifying, prioritizing, and engaging with external efforts at the federal, regional, state, county, city, and neighborhood level

CIVIC MANAGER REQUIREMENTS

- Minimum of 3 years of experience in Civic engagement in urban environments with diverse populations.
- Bilingual (English/Spanish) preferred and general cultural competence with a focus on Latino/a/x communities.
- Demonstrated success inspiring, managing, training, and coaching diverse individuals and teams (staff and volunteer) to high performance, meeting/exceeding goals within timelines
- Demonstrated success in building and managing multi-faceted programs and establishing efforts from the ground up including physical/digital centers a plus.
- Demonstrated success leading, coordinating, and relationship-building within organizations and with external diverse partners, coalitions, and collaborators.
- Demonstrated success with high communications (interpersonal, written, and digital) including public speaking in small and large groups/events and with media and grant and report writing.
- Demonstrated high work ethic and discipline with strong time and task management skills with attention to detail. Highly motivated, responsible, flexible, and independent worker who is also team-oriented.
- Must have a reliable vehicle and insurance for work use.
- Competent use of technology, software, applications, internet, and other standard office equipment,
- Physical demands include being able to speak, stand, walk, and go up and down stairs in various Milwaukee weather conditions for several hours and can lift to 50 pounds.

SUBMITTING APPLICATIONS

Please send the following application components to the email civic@SOCmilwaukee.org with an email subject line titled "**Civic Manager Hiring Team**":

1. Introduce yourself and why you are a match for the position.
 - a. Submit a video (no longer than five minutes long) or cover letter (one page on both sides limit)
 - b. Speak to your ability and/or successes related to requirements and responsibilities in the job description
2. Submit a resume and the contact information of three references who can speak firsthand about your abilities and successes related to this application.
3. Feel free to provide a link to your LinkedIn profile.