



1300 S. Layton Blvd., 2<sup>nd</sup> floor  
Milwaukee, WI 53215  
(414) 672-8090  
www.SOCmilwaukee.org

*SOC is an Equal Opportunity Employer*

## **SOC JOB ANNOUNCEMENT**

**POSITION: Community Outreach Canvassers and Lead Canvassers - English speaking and bilingual (English/Spanish or other languages considered)**

**POSITION LEVEL:** Several part-time and full-time, temporary and permanent, hourly wage positions available.

**HIRE & WORK DATES:** Hiring immediately upon candidate matches. Most of the work is in the early to middle evenings and weekends. Open now until all are filled.

**SUPERVISION:** Reports to the Civic Engagement Manager.

**SALARY AND BENEFITS:** The salary range for these positions is \$15 to \$ 17 for canvassers and \$18 to \$20 for Lead Canvassers. Salary is based on the range and in consideration of experience with civic nonpartisan (not supporting any candidate or political party) work, community outreach, SOC's mission work, language abilities, and 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, 27 annual paid time off days, and more for permanent full-time staff.

**GENERAL DESCRIPTION:** Canvassers work in teams to connect with southside neighbors with the goal of building relationships with them and between them, helping address their dreams and needs, and engaging with important actions like nonpartisan voting, neighbor associations, safety, and more. Lead Canvasser lead and supervise canvassing teams.

### **CIVIC CANVASSER RESPONSIBILITIES:**

- **INTERPERSONAL:** Provide excellent customer service while engaging neighbors, collaborators, and team with a welcoming approach to diverse populations and beliefs.
- **TEAMWORK:** Actively participate with the team in achieving goals (individual, team, and organizational), completing documentation/reports, and meeting deadlines
- **OUTREACH/CANVASSING:** Work with the team to connect with southside neighbors. Outreach is done primarily in-person with secondary canvassing through phone calls, texting, etc., depending on weather and other circumstances. In-person outreach is achieved by going door-to-door to neighbor's homes, during events (SOC's or other organizations' events), and at high foot traffic areas (schools, stores, etc.).

### **JOB REQUIREMENTS (In addition to the ability to perform the Civic Canvasser Responsibilities listed above):**

- **PHYSICAL DEMANDS:**
  - For in-person work, you must be able to speak, stand, walk, and go up and down stairs in various Milwaukee weather conditions for several hours and can lift up to 50 pounds.
  - For virtual work, you must be able to speak for several hours and have access to a cell phone.
- **TRANSPORTATION:**
  - Must have reliable transportation to and from work locations.
- **BILINGUAL/CULTURALLY COMPETENT:**
  - Bilingual (English/Spanish or other languages considered) are needed. Must have general sensitivity and cultural competence with a focus on Latino/a/x communities.

SOC is a neighborhood-based organization dedicated to the development and sustainability of Milwaukee's near south side neighborhoods. SOC works with and for residents to create a safe, livable, and economically vibrant community. SOC is committed to helping residents have a voice, vote, and vehicle act together on the issues that affect them and to make positive changes in their neighborhoods. **CDBG**



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- **WORK ETHIC AND DISCIPLINE:**
  - Strong time and task management skills with an attention to detail. Highly motivated, responsible, flexible, and independent worker who is also team oriented.
- **TECHNOLOGY:**
  - Competent use of technology (cell phone, computer, tablet, etc.) and other standard office equipment
- **EXPERIENCE:**
  - Canvassing/Community Outreach with a focus on civic engagement preferred, but not required

### **SUBMITTING APPLICATIONS**

Please send an email to [Civic@SOCmilwaukee.org](mailto:Civic@SOCmilwaukee.org) with an email subject line titled “Canvassing Hiring Team” to introduce yourself to start the application process.

1. Introduce yourself and explain why you are a match for the position including:
  - a. Share the days and times you are available to work.
  - b. Write about or attach a video/video link sharing which responsibilities and requirements you meet.
  - c. Be prepared to share supervisory references.
  - d. Feel free to provide a link to your LinkedIn profile, a resume, or other items you would like considered.