



**AMERICAN INDIANS IN TEXAS
AT THE SPANISH COLONIAL MISSIONS**
Keeping the Culture Alive

Civic Engagement Coordinator

Job Description

Job Summary:

The Civic Engagement Coordinator will work under the supervision of the Program Manager and assist with managerial, operational and administrative duties within the program. The Coordinator will manage AIT-SCM's Civic Engagement Initiative which includes but not limited to an integrated voter strategy using the Making the Invisible Visible Campaign vision and process, with a strong focus on Tribal, Urban Native, and Detribalized communities along with additional supports for many underserved communities in our area.

Job Functions:

- Manage the development and implementation of civic and voter engagement efforts, including voter registration, non-partisan voter education, voter turn-out efforts, and field/data tracking using NGP VAN and other campaigning tools
- Cultivates strategic partnerships to support the success of the initiative, including those that can support the issues and efforts that the specified communities determine
- Assists Community Engagement Manager in developing goals and objectives for the program on a determined basis
- Carries out timely, accurate and clear evaluation of the initiative efforts based on reporting requirements determined by supervisory staff
- Development and implementation of base-building strategies in conjunction with Community Education, Policy Advocacy, and Research programs
- Day-to-day maintenance of Civic Engagement initiative activities including interns/ volunteer outreach, recruitment and training, materials development, and event coordination
- Additional duties as assigned



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Job Requirements:

- The Coordinator must have either an Associates Degree with 5 years of experience, a Bachelor's Degree in social sciences with 2 years experience working with community resources OR 5+ years of experience working within specified communities
- The ideal candidate will have some experience working with Native American Tribes, Communities, Populations.
- The ideal candidate will have some experience working with NGP VAN and other campaigning/ communication tools
- Must pass a background check and have a valid driver's license. Position also requires auto insurance and reliable transportation
- Must be computer literate with working knowledge of Microsoft Office Suite, internet and be willing to learn additional applications and communication software
- Demonstrate cultural diversity awareness and the ability to work with a diverse population
- Align with the operating values and missions of American Indians in Texas at the Spanish Colonial Missions

How to Apply:

Please send a resume and cover letter to Ramon D. Vasquez via email at:

RamonDV@aitscm.org