



Position: Field Coordinator

About Lowell Votes: Lowell Votes is a nonpartisan effort to encourage and support all citizens of the City of Lowell to shape their community through voting with a special emphasis on those who face barriers to voting or have historically low turnout rates. We are funded through a partnership of local nonprofits and independent fundraising.

Job Description: We are seeking a Field Coordinator to manage our 2015 Get-out-the-Vote campaign. The Field Coordinator will help volunteers contact potential voters and increase voter turnout. Creatively approaching this assignment is encouraged, but a major component of the position is ensuring tasks are assigned to volunteers and following up to ensure tasks are completed. The Field Coordinator reports to the Lowell Votes steering committee. The position is 25 hours a week from August 22, 2015 to November 27, 2015 (14 weeks).

Responsibilities May Include:

- Coordinate with Steering Committee chair weekly via in-person meeting or phone call
- Recruit and manage volunteers
- Coordinate canvassing and phone banking efforts
- Manage turf sheets, voter registration forms, and ensure proper data is collected
- Maintain social media and promptly respond to Lowell Votes emails and messages
- Maintain good relationships with community through face-to-face meetings in coordination with Steering Committee
- Table and/or attend events in coordination with Steering Committee
- Assist with miscellaneous tasks such as event logistics, website updates, creating voter guides, scheduling meetings, etc.

Qualifications:

- Experience organizing and executing a detailed field plan
- Excellent interpersonal and volunteer management skills
- Attention to detail and schedule
- Social media/online outreach experience
- Enthusiasm for working with both data and people
- Good working independently
- Passion for civic engagement and working with diverse populations
- Must use own computer and phone
- Valid Driver's License and own car preferred
- Khmer, Spanish, or Portuguese languages a plus

Compensation: \$400 / week

Interested parties should submit a resume, cover letter and contact information for 3 references via email to info@lowellvotes.org by Monday, August 10, 2015 at 5:00pm ET. Please include the subject line: "Field Coordinator Position"