



Civic Engagement Coordinator Community Organizer

Job Description

IAC Mission: The Indo American Center (IAC) addresses the needs of South Asian immigrants as well as people from more than thirty countries around the world. IAC provides services that facilitate their adjustment, integration, and friendship with the wider society, nurture their sense of community, and foster an appreciation for the diversity of culture and heritage.

Overview of Position:

Civic Engagement Coordinator Community Organizer will work with the Executive Director to build intergenerational power through identifying and working with key stakeholders in the South Asian in the greater Chicago community. Civic Engagement Coordinator Community will identify and identify youth leaders of South Asian descent (*Indian, Pakistani, Bangladeshi, Nepali, and etc.*) to engage them on issues such as racial, economic, and immigrant justice. Civic Engagement Coordinator Community Organizer will connect civic engagement to base-building, leadership development, issue campaigns, and 2022 Get Out the Vote Efforts. Civic Engagement Coordinator Community Organizer will also maintain the South Asian Civic Engagement Coalition, a robust roundtable of South Asian leaders focusing on three key areas *Racial Justice, COVID-19 Community Response, and Civic Engagement.*

Responsibilities

- Build relationships and power through a series of one on one with community members and key stakeholders.
- Identify issues that connect to the lived experiences of community members and connect them to state and local campaigns that impact them.
- Facilitate monthly meetings with the South Asian Coalition reaching out to stakeholders, developing a meeting agenda, and preparing community members.
- Organize and facilitate community discussions, workshops, and teach in virtual or in person.

- Be representative within external coalition meetings with the Pan Asian Voter Coalition and Illinois Coalition of Refugee and Immigrants Rights.
- Assist Development Manager with program related fundraising.
- Develop communication strategies using IAC communication tools; Facebook, Instagram, Twitter, TikTok, and MailChimp to share out key programmatic updates.
- Manage administrative duties related to programming reporting.

Qualifications:

- Strong advocate for issues such as racial justice, immigrant/refugee rights, and economic justice.
- Ability to communicate clearly with key external stakeholders.
- Proactive creative problem solving attitude and the ability to be flexible.
- Familiarity with Microsoft Word and Google Suite.
- Ability to work collaboratively and independently.
- Ability to manage multiple responsibilities, priorities and deadlines in an effective and timely fashion.
- Language skills in a South Asian language; (Urdu, Hindi, Bangla, Gujarati and etc.)

Preferred Qualifications

- Experience working with youth between the ages of 13-24.
- Proficient in Database systems such as NGP Van, Salesforce, and Apricot.
- Familiarly with Canva and Adobe Suite.
- Past experience, volunteer or paid, with community organizing;
- Past experience with facilitating workshops or community education;
- Familiarity or past experience with civic engagement or Get-Out-The-Vote efforts;
- Past experience working immigrant, refugee, and Asian American communities.

This position is hybrid virtual and in person with flexible hours. Ideal candidate is based in the Greater Chicago area.

Status: Full time Position Salary: \$36,000

IAC is an equal opportunity employer. IAC offers competitive benefits including health, dental, and life insurance, flexible schedules, and generous PTO. Please forward resume, cover letter, and list of three professional references submit to: Human Resources at jobs@indoamerican.org

