



Civic Engagement Coordinator

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.

Job Summary:

Civic Engagement Coordinator will work with the Executive Director to build an intergenerational base of community leaders. Civic Engagement Coordinator Community will identify youth leaders of South Asian descent to engage them on issues such as racial, economic, and immigrant justice. Civic Engagement Coordinator will connect civic engagement to base-building, leadership development, issue campaigns, and Get Out the Vote Efforts. Civic Engagement Coordinator Community Organizer will also maintain institutional partnerships and collaborations with key South Asian organizations.

Status: Full time Exempt Position

Reports to: Executive Director

Salary Range: \$36,000 to \$43,000 Commensurate with experience

Responsibilities:

- Build relationships and community power through a series of one on one relational meetings with community members and key stakeholders.
- Educate and mobilize IAC community leaders on issues that connect to the lived experiences of community members.
- Participate in the development and implementation of IAC's policy agenda and organizing vision, strategy, and campaigns.
- Remain informed and responsive in strategy and communications regarding issues important to the South Asian immigrant community.
- Facilitate 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.

- Participate in and sustain coalition partnerships with the Pan Asian Voter Coalition, Asian Americans Advancing Justice, Language Access Coalition, and Illinois Coalition of Refugee and Immigrants Rights.
- Assist Development Manager with program related fundraising.
- Attend staff, management, and organizational meetings
- 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.
- Valid IL Driver's License and reliable transportation.
- Ability to communicate clearly with key external stakeholders.
- Willingness to work flexible hours including evenings and weekends.
- 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.)
- Respect for others' experiences, opinions, language, values, culture, and knowledge.

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.

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

Deadline for Submission: November 30th, 2021