

## Democracy Coordinator

Michigan Voices is a 501(C)(3) organization that works to help build civic engagement capacity in progressive nonprofit organizations. Michigan Voices has over 100 table partners, which we provide with capacity support, regrants, data, and tools, they need to help create a healthy and thriving democracy through a racial equity lens. We focus on Civic Engagement (voter education, registration, turnout, issue advocacy, and constituency engagement), Civic Access (voting rights and election administration), and Civic Representation (census and redistricting).

### Position Overview:

Michigan Voices is seeking a **Democracy Coordinator** to help coordinate & support our Democracy partner's election protection & voting rights work. The Democracy Coordinator will work with a diverse group of statewide & national partners to coordinate efforts that ensure secure, safe, and accessible elections for Michigan voters. Emphasis will be on language access, disability rights, the new & expanded voting rights (prop 2) education, existing less known voter rights & accessible voter registration work.

The ideal candidate will have a record of success working within coalitions and/or a diverse group of people within the state of Michigan. They will assist & support the leadership of the Democracy workgroup to ensure successful coordination of voter education, election protection & voting rights resources to partners. The Democracy coordinator is a team player with a grasp of how marginalization & voter suppression can hinder communities from participating in Michigan's elections.

The Democracy Coordinator will report to Democracy Manager, Isra Daraiseh.

### Primary Functions:

- Supporting our virtual coalition meetings, being an active participant, and supporting the tracking and follow ups as needed.
- Assisting in creating agenda & content for bi-weekly workgroup meetings.
- Assisting the Democracy Manager in facilitation of Democracy workgroup meetings as needed.
- Tracking current events, including legislative updates, and their impact on our table partners, to help disseminate that information to partners & their staff.
- Assisting Democracy Manager in trainings and providing resources and support to our partner organizations statewide.
- Assist in coordinating the (virtual & physical) distribution of information and materials that help partners fight voter suppression efforts.
- Assist in tracking grant deliverables, events, and other measurable success of our partners for reporting purposes.
- Attend other coalition & MV department meetings to promote MV Democracy workgroup goals and bring back relative information to the regularly scheduled Democracy workgroup meetings.
- Assist manager with cross-departmental tasks involving our *Integrated Voter Engagement, Communications, Development and Partnership* departments on projects.

### **Qualifications:**

- Strong communication and relationship-building skills.
- Experience working with historically marginalized communities; understanding how to navigate one's presence based on power dynamics with partners & communities.
- 2+ years of grassroots organizing in Michigan.
- Knowledge of & experience around voting rights and election protection.
- Some experience with VAN (Voter Action Network).
- Experience in use of social media as an organizing tool.
- Existing relationship(s) with community organizations across Michigan.
- Attention to detail and tracking.
- Self-motivated in a work-from-home or hybrid office model.
- Experience & ability to enthusiastically communicate via Zoom for meetings & trainings.
- Understanding of how power, privilege, and oppression manifest at the individual, interpersonal, institutional, and cultural levels, with a personal commitment to learning and growth, especially around equity.
- Passion for social justice and democracy reform.
- Willingness and ability to travel regularly within Michigan.
- Be able to clearly communicate broad vision, goals, and steps to achieving those goals.

### **Preferred Experience:**

- Experience organizing around civic engagement & voter rights.
- Experience working or volunteering at the polls (election inspector, poll monitor, challenger).
- Event and meeting planning.
- Experience with basic graphic creation (Canva) & creating short videos & video editing.
- Experience with social media posting (FB, Instagram, Twitter, and TikTok).
- Experience with creating trackers.
- Bonus: Multilingual (including ASL)

### **Compensation:**

This is a full-time position. The salary range for this position is **\$50,000 – \$59,000** and is commensurate with experience. Benefits include 75% health insurance coverage for employees and eligible family members. 100% coverage for dental and vision insurance is also offered, as well as short & long-term disability coverage, a \$75,000 life insurance policy, a 401k program, and various other ancillary benefits. We also offer a reasonable time off policy with paid vacation, sick time, and a gender-neutral parental leave policy.

### **A Note to historically underrepresented candidates:**

Studies have shown that women, non-binary folks, and People of Color are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. We are committed to building a diverse and inclusive company and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to our field of work, and that's okay. We would strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described.

***Michigan Voices is an Equal Opportunity Employer.***