



**SALUD • DIGNIDAD • JUSTICIA**

## **VA Civic Engagement Coordinator Job Description**

**Organizational Overview:** Founded in 1994, the National Latina Institute for Reproductive Justice (Latina Institute) builds Latine power to fight for the fundamental human right to reproductive health, dignity, and justice. We center Latine voices, mobilize our communities, transform the cultural narrative, and drive policy change. We amplify the grassroots power and thought leadership of Latine across the country to fuel a larger reproductive justice movement.

### **Position Overview:**

#### **Join Us in Building Power for Reproductive Justice!**

Are you passionate about using civic power to fight for reproductive freedom, racial justice, and immigrant rights? The National Latina Institute for Reproductive Justice is looking for a bilingual changemaker who thrives on organizing in the community, building relationships, and turning those connections into action.

This is a unique opportunity to activate Latine communities in Northern Virginia, build a strong grassroots base, and grow a movement that centers the lived experiences of our communities.

The VA Civic Engagement Coordinator will lead the development and execution of Latina Institute VA's civic engagement strategy with a focus on volunteer recruitment, voter outreach, and political education. Under the direction of the Virginia State Manager, you will play a key role in both electoral and issue-based campaigns that expand our movement base and deepen community power. This role is for someone who knows the power of knocking on doors, leading teams in the field, and making sure every conversation moves us closer to justice.

### **Location:**

The Latina Institute operates as a remote organization but requires certain roles to be based in specific locations or to work in a hybrid capacity. This position must be based in Northern Virginia which includes Arlington, Fairfax, Loudoun, and Prince William counties or the independent cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park. Candidates must be available to travel within Northern Virginia and across the state up to 40 percent of the time to locations such as the Hampton Roads area and Richmond.

**Responsibilities include (but are not limited to):**

***Civic Engagement & Voter Activation (50%):***

- Develop and lead field organizing plans that center face to face voter and community contact in Northern Virginia Coordinate and participate in deep canvassing, door to door outreach, street outreach, phone banks, and text banks
- Use tools such as VAN, miniVAN, EveryAction, ThruTalk, and ThruText to manage and track outreach efforts
- Recruit, equip, and inspire volunteers to actively participate in direct voter contact and outreach initiatives

***Pipeline Development & Activist Recruitment (25%):***

- Create clear pathways for supporters to grow from initial contact to activist roles
- Identify and cultivate volunteers into leaders who take on deeper roles in the movement
- Collaborate with the VA Field Organizer to engage volunteers in advocacy, lobby days, and political education

***Data Management & Compliance (15%):***

- Maintain accurate records of outreach activities in VAN, EveryAction, and GetThru.
- Build relationships with State Voices data teams and participate in civic engagement table meetings

***Administrative (10%):***

- Record lobbying activities and reconcile expenses related to outreach and travel and assist with grant reporting and tracking progress toward goals
- Provide administrative and logistical support for civic engagement campaigns, including vendor payments, timesheets, stipends, and event coordination

**What You Will Need to Be Successful:**

- One to two years of professional experience in political organizing, field campaigns, or community outreach
- Proficiency in English and Spanish including speaking, reading, and writing
- Demonstrated ability to train and lead effective volunteer teams, fostering skill development and sustained engagement
- Strong preference for candidates with voter registration and direct voter contact experience
- Experience working with diverse or historically underrepresented communities
- Skilled at motivating diverse teams while managing multiple priorities
- Proficiency in voter contact and tracking tools to manage and track outreach efforts
- This position requires **30-40% travel**.

**Employee Status:**

Full time, exempt 40 hours per week. This role will require a flexible schedule, including weekends and evenings.

**Salary Range:** \$62,000 - \$65,000

**Benefits:** The Latina Institute offers excellent benefits for our employees. Some highlights of our comprehensive package of include:

- Medical, dental, and vision plans
- Vacation, Wellness and Sick PTO
- 401K Retirement plan with a 3% employer match
- Paid parental leave
- \$1000 towards professional/wellness development

**Application Procedure:** Please send your resume and cover letter via e-mail to [jobs@latinainstitute.org](mailto:jobs@latinainstitute.org). Please include in the subject line: **Applicant – VA Civic Engagement Coordinator**

*National Latina Institute for Reproductive Justice is an equal opportunity employer. We do not discriminate in employment opportunities or practices on the basis of actual or perceived race, color, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), age, marital status, sexual orientation, gender identity or expression, veteran status, uniform service member status, disability or any other characteristic protected by law.*