



Community Engagement Manager

The Washington Bus is a statewide organization that engages young people in the civic process and builds political power for our generation. We empower young people of color, LGBTQIA+ youth, first generation college students, and young people from working class and immigrant communities. We activate our generation through education, civic participation, and hands-on democracy, and work to put the young people most often excluded from the political process at its center. The Washington Bus is creating a more equitable Washington by building a democracy that works for all people.

We focus our work through three core areas:

- **People:** we invest in developing the skills and opportunities of young people, whether they are first-time volunteers, new voters or effective legislators;
- **Participation:** we register thousands of young people to vote, educate them on the issues, and turn them out to vote;
- **Policy:** we see good legislation and policy both as an opportunity for young people to learn about civic life and a necessary tool for moving Washington forward.

The Washington Bus is seeking a highly motivated person to join the team leading our outreach and organizing efforts. The Community Engagement Manager is the driver of the Bus's organizing presence at four-year colleges inside and outside of King County. The Community Engagement Manager mobilizes voters on college campuses and at community events, identifies and develops future leaders, and leads volunteer efforts to shape, change and build political power in their communities.

This is a full-time (1.0 FTE), exempt, permanent position with varied evening and weekend requirements. This position requires travel throughout Washington State. A valid driver's license is required. The Community Engagement Manager works closely with other members of the program team and reports to the Executive Director. This is an excellent opportunity to join a dynamic organization with a passionate staff.

Key Responsibilities

Electoral Mobilization

- Develop and execute strategies to register thousands of young people to vote at college campuses and community events throughout the region

- Oversee the Bus's get-out-the-vote efforts in the region, employing a combination of old-school turnout tactics and innovative approaches to make sure our generation shows up to vote
- Plan special events, like candidate forums and rallies to activate young people to participate in upcoming elections
- Track and manage voter registration using data management systems

Community Organizing

- Recruit young people at college campuses and community events to take part in civic action
- Cultivate and sustain partnerships with colleges and community-based organizations
- Develop cohorts of young leaders to deepen organizing efforts
- Manage and mentor volunteers, interns, and fellowship participants within the region to carry out and execute The Washington Bus's advocacy, community organizing, and electoral mobilization tactics
- Put on fun, creative events that expand our visibility and inspire people to take civic action
- Other duties as assigned

Required Skills

To be successful in this position, you will need to demonstrate a mastery of these skills and abilities:

- At least one year campaign or field organizing experience, with a proven ability to deliver results
- Self-starter with the ability to personally motivate yourself and others
- Demonstrated ability to self-manage, take initiative, prioritize and implement a work plan
- Excellent verbal communication skills; experience with public speaking or training
- Experience with partner and relationship building
- Experience with recruiting, developing, and managing volunteers to achieve goals
- Demonstrated commitment to equity and social justice
- Enthusiasm and belief and in the Bus's mission to engage young people in the civic and political process
- Ability to demonstrate an understanding of how power and privilege create barriers to access in our political system
- Comfort working with diverse teams
- Positive attitude, team spirit, flexibility

Preferred Qualifications

- Experience using Voter Activation Network, Google Drive and Microsoft Office
- Experience with leadership development, delivering trainings, campaign management,

- and community organizing
- Experience with alumni engagement
- Familiarity with the political and progressive landscape of Washington State

The Washington Bus seeks to cultivate a diverse and inclusive workplace. Candidates who represent the diversity and lived experiences of communities with which we work are strongly encouraged to apply.

How to Apply:

Please submit a cover letter, resume, and at least two references to jobs@washingtonbus.org. Applications must include “Community Engagement Manager” in the email subject line and a description of where you learned about this opening in the email body. Applications submitted by April 30, 2019 will be given priority consideration. Interviews will be scheduled on a rolling basis, and this position will be open until filled.

Compensation is \$36,000 - \$38,000 annually depending on experience. This role is not eligible for overtime pay. The Bus offers a comprehensive benefits package, including ORCA pass, 100%-employer paid premium for medical/dental/vision coverage, generous paid-time off, and a flexible work environment with opportunities for professional development.

This job description does not constitute a written or implied contract of employment. The Washington Bus reserves the right to revise or change job duties and responsibilities as the need arises. The Washington Bus is an Equal Employment Opportunity Employer. Employment and program policies of the Washington Bus are nondiscriminatory in regard to race, color, gender, religion, age, national origin, disability, veteran status or sexual orientation.