



Civic Engagement (CE) Lead/Manager/Director

Qualifications & Roles

- Strong knowledge of civic engagement's community outreach including awareness of the differences and unique roles of 501(c)(3) and 501(c)(4) organizations serve within the civic engagement arena.
 - **Advocacy:** Survey what our community's interest and concerns, Develop advocacy platform
 - **Legislative:** Anti-Racism Program, Healthcare, Bullying/ Hate Crimes, Immigration etc.
 - Meetings with Mayoral / Congresspersons/legislature/Senators, i.e., IMAD
 - **Government Relations:** with policy makers at Municipal/county/state/Fed levels.
 - **Social Justice:** Education/Awareness/Training for DEI, Projects related to inequities (Food, Housing, HC & Workforce).
- Expertise working with diverse populations, advocacy, political education, community/volunteer service, service-learning, civic learning, and social justice.
- Civic Education & Engagement/Participation: Voter Registration, GOTV, Candidates Forum, Town Hall meetings.

Responsibilities

Work with the CIOGC CE committee provide logistical support in the formation and delivery of its projects.

- Lead to develop and implement the civic engagement plan, which includes Elections; voter registration, candidates forums, and Get Out The Vote (GOTV) programs. Use methods that will build capacity for voter registration in the long term and shape best practices for the entire field of voter registration, GOTV, and petition efforts. Conduct voter registrations & update the registered voters list throughout the year. During election cycles, increase the intensity of voter registration, and actively perform GOTV campaign in coordination with member organizations.
- Execute CIOGC's signature project, Illinois Muslim Action Day (IMAD), at Springfield. Recruit pages from schools & colleges train them to understand the Legislative Process and how the Bills are lobbied and passed, in both the Senate & House. Conduct Rally & press conference follow up with representatives to publish news in TV, print media, and social media.
- Support CE Committee candidate forums at local, state and federal during election phase.



- Build and sustain productive working relationships with member orgs & non-member orgs, ensuring effective partnerships, utilization of shared resources, and awareness of common interests. Form local engagement & outreach committees at each member organization to execute its civic engagement activities. Assess member organizations' capacity-building in the field of civic engagement and interfaith through needs assessments and analysis. Plan and conduct activities to keep the local committees engaged with legislatures/congressman/senators.
- Develop and maintain relationships, work with civic organizations and grassroots community-based organizations like ICIRR, Forefront, IAF – United Power, etc.
- Work successfully with the broader Community, including Imams, Boards and Political Engagement Committees. Establish good contacts, maintain relationships by meeting with aldermen/mayors/legislatures/senators/governor and agencies like FBI, DHS, DoJ, & Police on a regular interval.
- Recruit volunteers from member orgs & universities. Find internships for pages and other interested students. Assist with the development of civic engagement materials.
- The prospective candidate should have the following: self-starter, quick-minded, ability to multi-task, and manage multiple projects simultaneously (voter registrations, GOTV, meetings with politicians i.e., legislatures, senators, congresspersons) etc. Ability to work under pressure and take on new assignments as needed. Considerable skill in working both independently and as part of a team. Demonstrated outstanding written, verbal, organizational, analytical communication skills, and interpersonal skills. Regular attendance with evenings and weekends required. Advanced proficiency in social media (Twitter, Instagram, and Facebook).

To apply: Email at info@ciogc.org or call 312.506.0070

The CIOGC is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.