



The Virginia Civic Engagement Table (VCET) is excited to announce the opening of a Program Coordinator position for the 2024 cycle with the opportunity to be hired permanently upon successful completion.

VCET is seeking a Program Coordinator to help support its programmatic work throughout the commonwealth of Virginia. Under the direction of the Leadership Development Manager, the Program Coordinator will be responsible for the logistics, administration, and implementation of the [Virginia Progressive Leadership Program \(VAPLP\)](#), and will provide support to the Civic Engagement team, especially on our Election Protection (EP) efforts.

From your start date through August, most of your time will be spent providing support for VAPLP. That program is a four-month experiential learning & training program from May to August that provides community leaders and organizers the knowledge, skills, and connections they need to strengthen their social movement strategy and work advancing equity & social justice in Virginia. Participants who attend the program engage in four weekends of learning and skill-building, each with its own area of focus: movement leadership, community organizing, storytelling + narrative, and money + capital.

As the VAPLP programming winds down in August, your work will pivot to supporting the Civic Engagement team's Election Protection work under the direction of the Election Protection Manager, where the Program Coordinator will support Virginia's pro-voter coalition through volunteer trainings, coordination and support of coalition and grassroots action, and assisting with volunteer recruitment and management as needed.

Who we are:

VCET is a statewide organization that serves a broad network of partners across the Commonwealth with a concentration in Northern Virginia, greater Richmond, and the Tidewater region. Our work includes cultivating a diverse and progressive leadership pipeline in Virginia, driving collaboration through equitable and inclusive relationships, and growing shared capacity and resources for the progressive movement infrastructure in the Commonwealth.

VCET is a nonpartisan, 501c3 organization dedicated to fostering greater civic engagement in Virginia. We are an equal opportunity employer. Qualified individuals are encouraged to apply without regard to race, color, religion, gender, gender identity or expression, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status, or any other protected characteristic as established under law.

Responsibilities of this position include:

Leadership Development Support (40%)

- Assist in the recruitment, interview and selection process for VAPLP
- Help to select and secure contracts with venues; coordinate and manage venues and event logistics for VAPLP throughout the program
- Generate materials for the VAPLP training weekends including, but not limited to participant pre-packets, participant binders, schedules, graphics, posters, and other documents
- Manage travel for VAPLP participants and mentors; and catering arrangements for program weekends
- Draft communication copy & graphics for recurring newsletters, participant and mentor messages, etc.
- Update program budget and maintain expense reports as needed, keep detailed records and manage internal compliance for all Leadership Development-related expenses



- Order and coordinate supplies for VAPLP, including items or services related to accessibility accommodations
- Support event planning of three-hour VAPLP Graduation including, but not limited to: run of show development, attendee outreach, catering, decoration, and other duties.
- Build rapport and trust with program participants and other VCET stakeholders
- Develop and implement creative and liberatory approaches to supporting diverse community leaders that we might employ in future iterations
- Manage tech support for any zoom meetings or virtual trainings related to VAPLP, including online virtual training best practices materials
- Providing support to the Leadership Development Manager on other projects as necessary

Civic Engagement Support 40%

- Provide support to the Election Protection team, including but not limited to:
 - Coordinating the organizing and distribution of supplies and literature to the field
 - Assisting in the recruitment, training, and coordination of volunteers
 - Conducting research and outreach as assigned
 - Monitoring the activities of and engaging with local registrars and/or electoral boards
- Occasionally provide support to the Data and Technology Manager including but not limited to:
 - Facilitating trainings for partners on VAN, Spoke, or other data/tech tools
 - Assisting in the administration of tech tools for partners such as checking for compliance, importing or exporting voter lists, troubleshooting, etc.
- Working with the VCET team to ensure seamless coordination and support of our partners

Admin & Special Projects Support 20%

- Assist with special projects as assigned including but not limited to, administrative tasks, purchasing, and expense tracking

Minimum Qualifications

- Experience living and working in Virginia communities, especially Black and Brown communities and other minoritized communities
- Highly organized with the ability to prioritize work based on internal and external deadlines without sacrificing quality. Asks for help when needed
- Detail-oriented: Notices and fixes errors that others might overlook; Acknowledges mistakes and turns them into learning opportunities
- Demonstrated ability to build relationships and work collaboratively with people of diverse backgrounds
- A thorough understanding of racial equity: conscientious of how race and other identities intersect
- Alignment with and passion for VCET's vision, mission, and values
- Proficiency in Google Suite
- Reliable access to a phone, internet, and transportation
- Willingness to travel in-state, working weekends and evenings including but not limited to the four VAPLP weekends

Preferred Qualifications

- Previous experience in community organizing - issue-based or electoral
- Previous facilitation, training, and/or public speaking experience
- Graphic design savvy (able to use programs like Canva)
- Previous experience working in the nonprofit or not-for-profit sector
- Familiarity with VAN (Voter Activation Network)/VoteBuilder and/or other civic engagement platforms (Action Network)
- Interest in voting rights legislation
- Thorough understanding of the Virginia political landscape



Note: There are no formal education requirements for this position. People of all educational backgrounds are encouraged to apply. **Research shows that people from minoritized groups apply to jobs only if they meet every single qualification. We encourage you to break that statistic and apply; no one meets every qualification.**

Salary and Benefits

Job Type: Full Time through November 30th, 2024, with the opportunity of being hired on permanently in December

Starting Annual Salary: \$48,000, which equates to \$4,000 per month pre-tax

VCET offers a competitive compensation package which includes 100% employer-paid health, dental, and vision premiums for employees, and an 80% coverage of premiums for spouses and dependents. VCET is also pleased to offer an annual \$500 FSA contribution, 3% match on retirement savings, and generous PTO.

Location

This is a Virginia or DC-based, remote position. VCET is a distributed team headquartered in Richmond. Travel is required across Virginia for in-person programs and occasionally across the U.S. for other work-related conferences. The ideal candidate would have reliable access to a vehicle, though that is not a requirement

Application Process

- 1. Written Application: Please submit your resume and responses to the following questions in lieu of a cover letter directly [here](#).** We will accept responses shared in a written, visual, video, or audio form. Please limit your responses to no more than 200 words or 1.5 minutes per question. Applications will be reviewed on a rolling basis with a **deadline of Friday, March 15th.**
 - What draws you to the Virginia Civic Engagement Table? How does your identity (race, gender, ability, and any others that feel important to you) inform your work?
 - What aspects of this role align best with your professional experience and excite you the most?
 - We anchor in Deepa Iyer's Social Change Ecosystem Map. Take a peek at the [ecosystem map here](#). Please pick two roles that best describe you, and provide examples of how these have been present in your work.
- 2. Initial Zoom Interview:** You will receive an email with a link to schedule a 30-minute zoom interview with the hiring managers. The purpose of this stage is to assess basic qualifications as outlined in the job description and follow up on any details from your resume or responses. Initial interviews will take place on a rolling basis from your application submission **until Wednesday, March 20th.**
- 3. Work Activity and Zoom Panel Interview:** You will be asked to complete a short sample work activity of a task that would fall on your plate. You will be provided with resources and guidance for any necessary information. Submission of the work activity will be due **48 hours after receiving** and will be discussed during the panel interview, which is the official final round. You'll join an interview with a panel of VCET staff for a 45-minute interview. These questions are intended to get to know you more and how you see yourself in this work, as well as compatibility with the culture & approach of VCET. Interview questions will be shared ahead of time. Interviews will take place **March 18th - 29th.**