

Job Title	Civic Engagement Coordinator
Employer/ Agency	Houston Food Bank
Job Description	<p>The Civic Engagement Coordinator is responsible for executing Houston Food Bank's (HFB) voter engagement strategic plan, alongside the Civic Engagement Specialist, to increase civic participation across the communities HFB serves. This role is responsible for facilitating and coordinating a robust engagement strategy for HFB's partners, neighbors, and staff. This position will also work with our Marketing and Communications team to develop social media and other advocacy campaigns.</p> <ul style="list-style-type: none"> • Adhere to PACT values. (Purpose: Using our strengths passionately to contribute to our mission. Accountability: Choosing to rise above one's circumstances and demonstrating ownership to achieve results. See It. Own It. Solve It. Do It. Courage: Standing up for what's right and acting. Transparency: Doing things openly and honestly). • Reliable, consistent, attendance is a requirement. This position requires punctuality and dependable attendance to meet the needs of the business, including attending and taking part in meetings and presentations. • Consistently engages with HFB's partner network, staff, and neighbors to promote and coordinate civic engagement initiatives, including but not limited to voter engagement and advocacy for systems change. • Implements HFB's voter engagement plan across our organization and partner network. • Develops and provides advocacy training for neighbors, partners, internal staff, and volunteers connected with HFB. • Engages with HFB partners, neighbors, and other stakeholders to collect insight on community needs and opportunities to create positive social change with individuals and families living in those neighborhoods. • In collaboration with the Government Relations Department's Policy Analyst and Marketing and Communications Department staff, builds and executes social media and advocacy campaigns to raise awareness about social policy issues at the federal, state, and local levels that impact HFB's neighbors. • Assists in putting and providing reports on Government Relations Department metrics utilizing Quorum.
Qualifications	<ul style="list-style-type: none"> • Bachelor's degree from an accredited four-year college or university in Political Science, Sociology, International Relations, Public Administration, or a closely related field or a minimum of 2 years related experience. • Experience training community members, community mobilizing, and strategic planning. • Experience creating infographics and other visual materials for social media. • Bilingual: English/ Spanish
Salary/Hours	8-5 Monday - Friday
Address	935 Portwall

City, State, Zip	Houston, TX 77047
Contact Person	Carolyn Currie
Telephone Number	713-547-8619
Email Address	ccurrie@houstonfoodbank.org
Application Method	Apply Here: https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=19f9c9bb-5a8f-4507-882b-949b3c7d88ba&ccId=19000101_000001&type=MP&lang=en_US&jobId=568683
Opening Date	Immediately

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