

Job Title: Civic Engagement Fellow

Location: Remote (with optional opportunities to participate in events and meetings)

Type: Part-Time, Fellowship (6-12 months, stipend available)

Overview

IncludUs Fund is seeking a passionate **Civic Engagement Fellow** to support our flagship program, **Grita Canta Vota**, which empowers Latino communities to vote and engage in civic activities through innovative campaigns. This fellowship offers an opportunity to contribute to impactful voter engagement and educational initiatives while gaining hands-on experience in program execution, research, and outreach.

The ideal candidate will have a strong interest in civic engagement, political participation, and equity. Excellent organizational, communication, and outreach skills are essential, and bilingual (English/Spanish) proficiency is highly preferred.

Key Responsibilities

- **Research and Strategy Development:**
 - Research barriers to civic participation, particularly within underserved communities.
 - Identify innovative strategies to increase voter registration and turnout.
- **Program Implementation:**
 - Support **Grita Canta Vota** campaigns, including event planning, resource creation, and outreach efforts.
 - Coordinate voter registration drives, educational sessions, or civic engagement events.
- **Community Collaboration:**
 - Collaborate with community leaders, advocacy groups, and local organizations to promote program objectives.
 - Build partnerships to expand the reach and impact of civic engagement initiatives.
- **Content Creation:**
 - Draft and publish two blogs during the fellowship, highlighting the importance of civic participation and program achievements.
 - Contribute to marketing materials, reports, and social media campaigns to amplify program visibility.
- **Deliverables:**
 - Develop a white paper on effective civic engagement strategies, incorporating research and program insights.
 - Present findings and recommendations to partners or stakeholders at an event or internal meeting.

General Responsibilities Across Fellowships

- Assist with program coordination and logistics for events.
- Collaborate with team members to ensure successful program execution.
- Regularly report on progress and share insights with the IncludUs team.

Qualifications

- **Education:**
 - Background or strong interest in Political Science, Social Sciences, Public Policy, Communications, or related fields.
- **Skills:**
 - Strong organizational, communication, and outreach abilities.
 - Experience with event planning and community organizing is a plus.
 - Proficiency in Microsoft Office, Google Workspace, and social media platforms.
- **Commitment:**
 - Passion for promoting civic engagement and equity, particularly within Latino communities.
 - Understanding of cultural nuances and barriers affecting civic participation in underserved populations.
- **Additional Skills:**
 - Bilingual (English/Spanish) strongly preferred.
 - Familiarity with data collection and analysis for civic engagement metrics is a bonus.

Why Join Us?

- Make a meaningful impact by empowering communities to participate in civic activities.
- Gain valuable experience in civic engagement, advocacy, and program development.
- Build your professional network through collaborations with leaders and organizations.
- Flexible schedule to accommodate academic or personal commitments.

How to Apply

Submit your resume, a brief cover letter, and a writing sample (optional) to info@includusfund.org. In your cover letter, share your motivation for advancing civic engagement and describe how your background aligns with the goals of **Grita Canta Vota**.

Application Deadline: Open until filled