



TEMPORARY CIVIC ENGAGEMENT ASSISTANT

OUR MISSION

We exist to uplift Latinx families in East Palo Alto and the mid-peninsula through community education, leadership development, and advocacy.

OUR VISION

Nuestra Casa envisions a vibrant East Palo Alto community united around shared values, a multicultural community working together to ensure that all its residents are integrated and have access to the American Dream. Our families pave the road for other generations to follow through their participation in civic engagement activities and collaborative community actions.

WHO WE ARE

Nuestra Casa has been serving the needs of the immigrant Latinx population of East Palo Alto and surrounding communities since 2002. Our organization rose out of a community assessment conducted by a group of local activists who were concerned about the growing needs of the rising immigrant population. Today, Nuestra Casa is positioned as the premier Latinx-serving nonprofit in our community. Over the past five years, our growth has allowed us to expand our services and programming into neighboring communities like Menlo Park (Belle Haven region), North Fair Oaks, and Redwood City. Through our advocacy efforts, we also reach other communities in San Mateo County.

At Nuestra Casa, we welcome our community to a place that feels like home. We stand by their side to help them navigate institutions, build people's power, and use their voice to shape a new, more equitable community. Our programs transform our leaders into advocates actively engaged in our local economy, school district, and civic life. Together, we will build a community that leaves no one behind.

Position Summary: Nuestra Casa is seeking a temporary part-time Civic Engagement Assistant to support initiatives that promote community involvement and participation in civic activities, such as voting, advocacy, and public policy efforts.

Essential Duties and Responsibilities:

- Assist with outreach efforts to engage community members in civic events and campaigns.
- Coordinate and organize events like voter registration drives, town halls, and community meetings.
- Manage communication with community partners, volunteers, and stakeholders.
- Provide administrative support, such as scheduling, preparing materials, and maintaining databases.
- Support educational efforts that inform the community about civic rights and responsibilities.



Reporting Responsibilities

The Civic Engagement Assistant reports to the Executive Director.

Qualifications

- Must be passionate about Nuestra Casa's mission.
- Bilingual/bicultural in English/Spanish.
- A Bachelor's degree in Political Science, Public Administration, or Communications. Consideration will also be given to those who are currently working toward obtaining a Bachelors or Associates degree.
- Knowledge of civic processes, voter engagement, or public policy, as well as communication training, and outreach.
- Relevant experience in community organizing, volunteer coordination, or public advocacy.
- Ability to work effectively as part of a team.
- Flexibility to work evenings and weekends when needed.
- Strong computer skills, including Microsoft Office, Google Apps, and ability to troubleshoot basic software and computer equipment problems.
- Resourceful and forward-looking thinker, who actively seeks opportunities and proposes solutions.
- Cultivate positive relationships with internal and external contacts.
- Adapt to changing priorities and handle multiple tasks simultaneously.
- Flexible and responsive to the dynamic needs of the executive team and the organization.

Physical Demands

The physical demands described here represent those that an employee must meet to perform this job's essential functions successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties associated with this position, the employee is regularly required to walk, drive, stand, sit, and climb steps. The employee frequently is required to use hands and fingers to operate a computer keyboard, mouse, and telephone and talk and hear. The employee must occasionally bend, lift, and/or move up to 25 pounds. Specific vision abilities required by this position include a vision to drive, vision to walk, close vision, peripheral vision, and the ability to adjust focus.

Salary

The Civic Engagement Assistant will pay \$25-27 an hour. This position is part-time 15-20 hours per week. Does not offer medical/dental/vision benefits or vacation time. Sick time is accrued according to CA standards. This is a temporary part-time position with a start date of October 2024 and ending December 2024.

APPLICATION PROCESS:

All interested parties should submit a cover letter and résumé to info@nuestracasa.org.

Nuestra Casa is an Equal Opportunity Employer.

OCTOBER 10, 2024