



## **Latino Community Fund Part-Time Canvasser Position**

The Latino Community Fund (LCF Georgia) 501 c 3 nonprofit supporting Latino-Led and Latino-serving organizations with advocacy, technical assistance, program development and grant making.

**Position:** Part-Time Canvasser (contract position)

**Reports To:** Civic Participation Program Manager

**Role Overview:** Latino Community Fund Georgia (LCF Georgia) engages Community Navigators as independent contractors to provide community-based outreach and navigation services in support of the Civic Participation Program. Contractors use their own skills, experience, and community relationships to connect community members with relevant resources at LCF Georgia and to share non-confidential feedback regarding common community needs. Help community members register to vote and inform via tabling, virtual events, communications campaigns, and other outreach efforts about upcoming elections, polling, redistricting, and other civic engagement activities.

**Services:** Community Navigators may provide some or all of the following services, as agreed:

- Coordinate weekly or biweekly job assignments/tasks with LCF Georgia Organizer
- Pack and drop off supplies to event sites.
- Keep records of services provided for reporting and invoice purposes.
- Document community events, gatherings, and initiatives to connect with community members to provide education with the most engagement and reach.
- Help community members check voter registration status
- Canvassing or literature drops and flyer distribution in various counties in Georgia (Cobb, DeKalb, Fulton, Gwinnett, Hall, etc.)
- Keep constant and clear communication with LCF Georgia Organizer to schedule shifts and reporting.
- Assist in phone banking and text banking outreach
- Educate and promote awareness of elections and key issues to community members through digital and in person outreach.

**Fee:** Organization will pay Contractor \$20 per hour for up to 25 hours of work per week, based on project needs and mutually agreed-upon activities, payable at the end of each month.

Contractor will submit a monthly invoice for the Services provided in the prior month within ten (10) days after the end of such month, and Organization will pay all undisputed amounts shown on such invoice within twenty (20) days after Organization's receipt of such invoice.

**Term:** The term of this Agreement will be from April 2, 2026 through November 6, 2026. This Agreement is effective as of the date of execution by Organization.



Professional Standards and Compliance: In performing services, Contractors agree to:

Experience in community education or organizing (preferred but not required)

- Fluency in Spanish and English
- Ability to work outside independently and manage activities with minimal oversight.
- Reliable access to transportation and ability to travel within the Hall County area.
- Comfort engaging with diverse community stakeholders, including grassroots leaders, volunteers, and community members across racial and ethnic backgrounds.
- Conflict resolution and interpersonal communication skills.
- Comfort using email and basic digital communication tools.

If you are interested in this position, please send your resume to [andy@lcfgeorgia.org](mailto:andy@lcfgeorgia.org) with the subject Canvasser application.

Once you have submitted your resume, our Civic Participation Manager will arrange an interview with you. The interview may be conducted either in person or virtually, depending on your availability and preferences.

If you are chosen for the position, you will be required to sign an Independent Contractor Agreement before beginning your work.