

JOB DESCRIPTION

Civic Participation Manager

Civic Engagement, Voter Education & Community Power Focus · Civic Participation Division

The Latino Community Fund (LCF Georgia) is a 501(c)(3) nonprofit supporting community, member, and partner organizations with direct services such as advocacy, technical assistance, health and wellbeing programs, and civic participation. As a thought leader and philanthropic intermediary, LCF Georgia also leads in research, program development, and grantmaking.

Reports To	Direct Reports	Compensation Band	Classification
Director of Community Impact	Civic Participation Organizer, canvassers, fellows, volunteers, and community ambassadors, as assigned	Band C · \$55,000–\$70,000	Manager · Exempt, Full-Time

Position Summary

The Civic Participation Manager leads LCF Georgia's civic engagement and community power-building portfolio, with a focus on nonpartisan voter education, voter registration, turnout, issue education, leadership development, and field organizing for Latino communities across Georgia. This role manages civic participation initiatives as a coordinated strategy — building trusted community relationships, supervising field operations, ensuring compliance and data quality, and translating community priorities into measurable civic impact.

The Manager works closely with the Director of Community Impact, member organizations, civic partners, schools, faith communities, coalitions, and grassroots leaders to expand access to accurate civic information and sustained participation. The position exists to strengthen LCF Georgia's civic infrastructure while ensuring all activities are grounded in trust, language access, nonpartisan practice, community leadership, and compliance.

Key Responsibilities

Civic Strategy & Program Management (primary)

- Manage planning, implementation, and continuous improvement of civic participation programs, including voter registration, voter education, turnout, issue education, leadership development, and field organizing.
- Develop campaign calendars, field goals, staffing plans, volunteer structures, partner deliverables, and implementation plans aligned with grant commitments and community priorities.
- Oversee culturally and linguistically appropriate civic education materials, trainings, community meetings, outreach scripts, and voter-facing resources.
- Ensure all civic participation activities are nonpartisan, compliant, data-informed, language-accessible, and grounded in trust with Latino, immigrant, mixed-status, youth, and working-class communities.

Partnerships, Field Leadership & Community Engagement

- Build and maintain relationships with member organizations, schools, faith communities, civic coalitions, advocacy partners, local leaders, and community networks.
- Lead outreach strategies that increase voter registration, civic education participation, volunteer engagement, and community turnout across assigned geographies.
- Supervise and support organizer, canvasser, fellow, volunteer, and community ambassador activities, including training, coaching, scheduling, and quality control.
- Represent LCF Georgia in civic coalitions, partner tables, community events, listening sessions, and collaborative initiatives related to civic participation and community power.

Data, Compliance & Campaign Support

- Track program outputs, field progress, voter contacts, registrations, volunteer engagement, event participation, outcomes, partner activities, and qualitative feedback in accordance with grant, compliance, and internal reporting requirements.
- Prepare timely program updates, field reports, funder reports, success stories, compliance documentation, and learning summaries that demonstrate impact and identify emerging needs.
- Maintain nonpartisan standards, confidentiality, voter engagement protocols, data security practices, and appropriate participant consent procedures.

Team & Cross-Functional Collaboration

- Supervise and support Civic Participation Organizer, canvassers, fellows, volunteers, community ambassadors, and contracted facilitators assigned to civic participation programs.
- Partner with Development & External Affairs to provide civic participation data, community insights, field stories, and impact documentation that support fundraising, communications, and advocacy.
- Model LCF Georgia's collective, ecosystem-oriented approach to civic power — building trust across staff, partners, volunteers, and community members.

Qualifications

- 3+ years of experience managing civic engagement, voter education, field organizing, advocacy, community outreach, nonprofit programs, or related work.
- Experience working with Latino, immigrant, mixed-status, youth, low-income, or historically underserved communities.
- Demonstrated ability to coordinate partners, supervise field teams or volunteers, manage campaign logistics, track outcomes, and meet grant or compliance deliverables.
- Strong facilitation, communication, organizing, and relationship-building skills across community, institutional, field, and coalition settings.
- Familiarity with Georgia's civic engagement, advocacy, immigrant-serving, or nonprofit ecosystem preferred.
- Bilingual English/Spanish strongly preferred.

Core Competencies

- Community-centered civic leader: builds trust with voters, volunteers, families, member organizations, and civic partners.
- Strategic field manager: turns civic goals into workplans, field structures, calendars, deliverables, and measurable outcomes.
- Equity-driven: approaches civic participation through dignity, language access, cultural relevance, community voice, and nonpartisan practice.

- Collaborative leader: coordinates effectively across staff, volunteers, partners, coalitions, and community networks.
- Methodical with attention to compliance, documentation, data quality, coaching, and follow-through.

Success Measures

- Civic participation programs are delivered on time, within scope, budget, and aligned with community priorities, grant commitments, and nonpartisan compliance standards.
 - Growth in voter education reach, voter registration activity, turnout engagement, volunteer participation, partner engagement, and completion of field targets.
 - High-quality field data, reporting, compliance documentation, participant feedback, and learning systems.
 - Stronger civic participation partnerships and trusted pathways for Latino communities to access civic information and exercise community power across Georgia.
 - Functional excellence in civic participation management, per LCF Georgia's Manager-level leadership standard: dependable execution, partner coordination, field supervision, compliance, and measurable community impact.
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We are proud to be an equal opportunity workplace. We celebrate diversity and are committed to creating an inclusive environment for all employees regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.

To apply: Email cover letter and resume to pedro@LCFGeorgia.org including questions and clarifications needed.

References will be requested later in the process for finalists.