



Florida Immigrant Coalition

Job Opening: Voter Registration Quality Control Associate

Organizational Overview:

The Florida Immigrant Coalition (FLIC) is a statewide coalition of more than 53 member organizations and over 100 allies. We are led by our membership – grassroots and community organizations, farm workers, youth, advocates, lawyers, unions and others. Our Mission is to amplify the power of immigrant communities to impact the root causes of inequality, defending and protecting basic human rights, including the right to live and love without fear.

Job Description

Help expand Florida's voting base as we gear up for the 2021-22 election cycle. The Florida Immigrant Coalition is hiring motivated individuals for a paid voter registration operation in Hillsborough County. Quality Control Associates will execute and meet the benchmarks set by the overall voter registration program. This is a temporary position. Quality Control Associate will work five days a week: 8 hours a day on weekdays and weekends, under the immediate supervision of the Deputy Political Director.

Pay: \$18 an hour

Position period: Hire date through October 11th, 2021 (depending on county)

Hours: 40 hours per week depending on county (**Will require a flexible schedule, including weekends and evenings**)

Location: Hillsborough County

Emp. Type: Temporary

Duties & Responsibilities

1. Conduct Quality Control Processes
2. Ensure Timely Delivery of Voter Registration Forms to County Supervisor of Elections
3. Communicate daily reports.
4. Work well in a team-setting.
5. Attend all required meetings.
6. Use all required technology for the job (Slack, Blocks, Google Sheets, etc.)



Florida Immigrant Coalition

Job Opening: Voter Registration Quality Control Associate

Qualifications and Experience

1. A commitment to the immigrant rights movement and the overall social justice movement in Florida
2. An understanding of voter registration program
3. Strong interpersonal skills and outgoing personality
4. Be goal-oriented, punctual, organized and with a positive attitude
5. Have access to a personal cell phone, reliable transportation for job duration
6. Comply with FLIC policies: attendance, equipment, payment, dress code

To apply, send a resume and cover letter to [hiring@floridaimmigrant.org](mailto: hiring@floridaimmigrant.org). Applications will be accepted until the position is filled.

FLIC is an equal opportunity employer and encourages applications from all qualified people, including women, people of color, persons with disabilities, and LGBTQ individuals.