

## **About the Center for Michigan:**

The Center is the nonprofit "think-and-do" tank leading the state in non-partisan public engagement. We make citizenship interesting, convenient, and meaningful - 60,000 Michigan residents have engaged with us to date! We aim to improve Michigan by amplifying resident voices and ideas to their elected leaders. This public engagement can, and does, lead to actual policy change. Our Bridge Magazine is the state's leading source of data-driven journalism and the three-time Michigan Press Association Newspaper of the Year.

## **Position description:**

Level: Entry level

Status: Full time, salaried position

Dates: This position begins on the date of hiring in February/March and finishes at the end of December 2019

Application Deadline: January 27, 2019

We are looking for an Outreach Coordinator to assist in the planning and execution of two public engagement campaigns during 2019. These campaigns will assess public opinion on nonpartisan issues and are designed to identify public priorities for action from state leadership.

A Center for Michigan (CFM) Outreach Coordinator is responsible for facilitating civic engagement with Michigan residents as well as creating and maintaining relationships with community partners who will coordinate opportunities for CFM engagement in their region. The work of an Outreach Coordinator requires high energy, excellent public speaking skills, personal responsibility and time management, event planning and management, the ability to work independently and as a member of a team, empathic listening skills, willingness to travel statewide, and an open and welcoming demeanor. The duties of an outreach coordinator include:

- Public speaking/dialogue moderation with Michigan residents in an objective, nonpartisan manner on topics critical to state policy
- Assist in planning and executing a Center for Michigan policy conference(s): speaker recruitment, venue communications, attendee recruitment, day-of logistics
- Booking and facilitating citizen engagement events across the state
- Building and maintaining relationships with community partners across the state
- Brainstorming and experimenting with new tools for facilitating engagement, including social media and digital platforms
- Assisting with data analysis and drafting final reports detailing findings of public engagement campaigns and policy opportunities
- Creating opportunities for Michigan residents to move along the continuum of engagement from one-time participants to active and engaged state residents
- Growing the Center's/Bridge's brand and reputation as an honest broker of nonpartisan, fact-based engagement and journalism

An Outreach Coordinator is a member of the Center for Michigan's Public Engagement Team, reporting to the Center's Public Engagement Director. This is a full-time, salaried position. The Center for Michigan is an equal opportunity employer.

**Relevant Experience includes, but is not limited to:**

- Dialogue facilitation
- Event planning
- Brand ambassador work
- Marketing/sales/advertising
- Public relations
- Nonprofit work
- Community organizing

**Relevant Education includes, but is not limited to Associates/Bachelors/Masters addressing:**

- Marketing/Sales/Advertising
- Public Relations
- Public Policy
- Communications
- Nonprofit Management

**To Apply:**

Submit a resume and cover letter to [aschmidt@thecenterformichigan.net](mailto:aschmidt@thecenterformichigan.net).

Your cover letter should address why you are interested in the opening and answer the following question: What hurdles to civic engagement exist for Michigan residents, and how would you help to overcome them in the Outreach Coordinator role?