



JOB DESCRIPTION - Telecommute Civic Engagement Worker

Function:

The Telecommute Civic Engagement Worker will do phone banking in a fast paced and dynamic environment as a short-term, temporary, part-time hourly employee with **Congregations Organized for Prophetic Engagement (COPE)** on our current Outreach Project. This position is from October 3, 2022 to November 8, 2022. The hourly rate is \$22 per hour and up to 25 hours per week. The position may be extended as needed.

Organization Overview:

Congregations Organized for Prophetic Engagement (COPE) is a 501(c)3 faith-based organization, established in 2000 by a core group of pastors. Our mission is to “train and develop the capacity of religious and lay leaders in congregations and across the Inland Empire to protect and revitalize the communities in which they live, work, and worship. We recruit, train, and develop grassroots leaders, youth and adults, in the principles of community organizing to identify and develop systemic solutions to the conditions they face. As a multi-issue organization, **COPE** builds power through community organizing, direct advocacy, civic engagement, direct action, and leadership development.

Essential Duties and Responsibilities:

- Use a script and predictive dialer call system to contact the voter database.
- Follow and accurately document caller responses.
- Follow all required reporting procedures.
- Participate in team meetings and training as needed.

Telecommuting Requirements:

- Be proficient in Microsoft Word and Excel and general workings of email and other computer-based systems.
- Must have access to the internet and computer with compatible operating systems.
- Must have access to a phone, either mobile or landline with unlimited data access.
- Ensure security of any equipment made available to you for work.
- Report problems with technology as soon as they arise.
- A telecommunication stipend of \$50 will be available for your phone and internet usage.

Other Qualifications:

- Ability to maintain a high level of professionalism, integrity, and positive attitude.
- Strong verbal communication and customer service skills.
- Must be flexible, work independently, and meet deadlines.
- Able to gain cooperation from others and work collaboratively towards solutions that generally benefit all involved parties.
- Proactively identifies opportunities to assist others and ensures that information remains confidential.



- Must be able to meet contact goal requirements individually and as part of team expectations.
- Applicants must possess a Valid Government Issued form of Identification and a Social Security Card.

To be considered for this position please click the link & complete the job application [here](https://forms.gle/SQUR1GCmhkHKuRTk8). If the link does not work, please copy and paste this link in your internet browser: <https://forms.gle/SQUR1GCmhkHKuRTk8>