

# eliminating racism empowering women

## ywca job description

YWCA of Kalamazoo  
353 E. Michigan Ave.  
Kalamazoo, MI 49007

T: 269-345-5595  
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hr@ywcakalamazoo.org  
www.ywcakalamazoo.org

**Position:** GOTV Canvasser

**Department:** Mission Impact

**Supervisor:** Director of Public Policy

**Compensation Range:** \$20.00

**FLSA Status:** Non-exempt, Hourly (20 -27 hrs. /per week)

**Hours of Work:** Monday – Friday, Business Hours. Occasional Weekends.

**Application:** Please send resume and cover letter to [hr@ywcakalamazoo.org](mailto:hr@ywcakalamazoo.org)

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**MISSION STATEMENT:** Eliminate racism, empower women, and promote peace, justice, freedom, and dignity for all.

**FUNCTION:** YWCA Kalamazoo is seeking a dedicated and values-driven person to support the agency's robust *Get Out The Vote* (GOTV) and campaigning efforts. This will be a year-long initiative that will work to support the agency's larger effort of protecting comprehensive reproductive rights of women, girls, and those whose identities intersect with LGBTQIA+. The GOTV Canvasser will work closely with the Director of Public Policy, providing support around canvassing specified districts within Kalamazoo County, base building, signature gathering, and issue awareness regarding reproductive access. The ideal candidate must have attention to detail in order to balance and execute multiple tasks and responsibilities simultaneously. A willingness to learn and engage with educational material and be able to speak to YWCA Kalamazoo GOTV and campaign initiative confidently.

The GOTV Canvasser position is a temporary position lasting for one year.

### QUALIFICATIONS:

1. Must be at least 18 years old
2. Demonstrate strong skills in organization, communication, and collaboration as a part of working in groups and with a team.
3. Must be goal oriented; have the ability to effectively communicate, meet deadlines, work independently and be self-motivated.
4. Ability to work with people of diverse backgrounds.
5. Must be able to pay attention to detail and manage multiple tasks.
6. Eagerness to learn materials and communicate goals and objectives of GOTV initiative.
7. Satisfactory results of background checks and Central Registry Clearance.

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required.*

**RESPONSIBILITIES:**

1. Passion for reproductive health, rights, and justice
2. Communicate regularly with Director of Public Policy.
3. Be able to effectively communicate updates and necessary supports to the direct supervisor as it pertains to the satisfactory of your role.
4. Comply with applicable local, state and federal licensing requirements/certification and or regulations.
5. Know and adhere to Association policies, procedures, and practices.
6. Safeguard confidential information gained because of the position.
7. Comply with Association policy regarding required reporting of child abuse.
8. As a YWCA employee, project a positive image of the Association and its programs to the community.
9. Work cooperatively with program participants, YWCA staff, and volunteers.
10. Perform other duties as assigned.

**WORKING CONDITIONS:**

1. YWCA location- Cornerstone Building: 405 W Michigan Ave. Kalamazoo, MI 49007
2. Off-site location (meetings occur at community-based organizations, and other associations in Michigan); Promotional events; Networking events; Community Engagement events, etc.
3. Potential outdoor events
4. Actions: Sitting, standing, kneeling, bending, some lifting
5. **High** required standing
6. **High** required walking
7. **Minimal** required sitting
8. **Continually** required to utilize hand and finger dexterity
9. **Occasionally** required to climb, balance, bend, stoop, kneel or crawl
10. **High** required verbal communication and listening
11. Specific vision abilities required by this job include: Close vision; Distance vision; Color vision; Peripheral vision;
12. Frequent driving and walking to and from different communities, neighborhoods, doors, and meetings within the community

**TRAINING REQUIREMENTS:**

1. Petitioning and Canvassing training
2. Petitioning and Canvassing safety training
3. Familiarization with YWCA Personnel Policies and Mission.
4. Appropriate training and in-service which will occur during employment.
5. Eliminating Racism Workshop, Gender Equity Training.

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Equal Opportunity Employer

**ACKNOWLEDGEMENT**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CEO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_