



**Position:** Door to Door and Phone Bank Canvasser

**Mission of Enroll Indy:** Enroll Indy helps families choose schools that meet their children's needs by providing a one-stop enrollment process, and school information that is relevant and easy to understand, and data to inform school improvement in Indianapolis.

**Position Summary:** This is a part-time, temporary position. Position to begin the first week of November and span through mid-June. Canvassers work between 3-12 hours/week, mostly evening and weekend hours on teams of 2-4. Canvassing operations will be closely monitored remotely. The pay is \$10/hour.

**Primary Duties/Responsibilities:**

- Canvassing door to door throughout the city of Indianapolis to educate and inform residents of new enrollment system beginning November of 2017
- Distributing information to families about the new enrollment system
- Attending community events as needed to sign families up using the new enrollment system
- Calling residents to encourage them to enroll their student using the system, inform them of the new system, as well as follow up with those who have already been contacted

**Qualifications:**

- Must be 18 years or older
- Strong oral communication skills (in person and on the phone)
- Interest in or experience with phone banks, door-to-door work, or community outreach
- Fluency in Spanish (desired, but not required)
- Ability to work collaboratively on a team
- Ability to work under deadlines
- Ability to work outside during colder temperatures
- Ability to walk for several hours at a time
- Able to work a flexible schedule, with weekday evenings and weekend hours as needed.
- Must be located in or near Indianapolis, IN
- Familiarity with Indianapolis Public Schools, charter schools, and magnet programs a plus
- Licensed and insured drivers are desired; fuel reimbursement is available
- Must have a smartphone and/or experience using iPad, PC, Android, or Apple products without assistance.

**To Apply:**

- Email Marin Harper at [marin@enrollindy.org](mailto:marin@enrollindy.org) with the subject line "Canvasser Position"
- Include resume and contact information

**ALL CONTACTED APPLICANTS MUST ATTEND A MANDATORY TRAINING SESSION PRIOR TO BEGINNING WORK AND COMPLETE A BACKGROUND CHECK**