



Position: Lead Canvasser/Trainer

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. Lead canvassers work between 4-12 hours/week, mostly afternoon-evening and weekend hours leading canvassing teams of 2-4. Canvassing operations will be closely monitored remotely. The pay is \$15/hour. Occasionally, leads will help with training local school staff members on the enrollment system, as well as attending community events.

Primary Duties/Responsibilities:

- Leading teams of 2-4 to canvass door-to-door throughout the city of Indianapolis to educate and inform residents of new enrollment system rolling out in November of 2017
- Ensuring message and mission of Enroll Indy is being communicated effectively by canvassers through observation and feedback
- Interest in leading community events and training sessions in place of canvassing at times
- Distributing information to families about the new enrollment system
- Calling residents of Indianapolis to encourage them to enroll their student using the system, inform them of the new system, as well as follow up with those that have already been contacted

Qualifications:

- Must be 18 years or older
- Strong oral communication skills (in person and on the phone)
- Experience training individuals and/or facilitating workshops
- Previous experience with phone banks, door-to-door work, or community outreach desired, but not required
- Fluency in Spanish (desired, not required)
- Ability to effectively lead and collaborate on a team
- Ability to work outside during colder temperatures
- Ability to walk for several hours at a time
- Demonstrated ability to work under deadlines
- Able to work a flexible schedule, with weekday evenings and weekend hours as needed
- Must be located in or near Indianapolis, IN
- Strong familiarity with Indianapolis Public Schools, charter schools, and magnet programs
- Licensed and insured drivers mandatory; fuel reimbursement is available
- Must have a smartphone or have experience using iPad, PC, Android, or Apple products.

To Apply:

- Email Marin Harper at marin@enrollindy.org with the subject line "Lead 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