

Job Title: Democracy Project Fellow

Reports to: Democracy in Action Coordinator

Employment Status: Contractor 40 hr/wk

Contract Dates: August 12th - November 6th, 2026

Hourly Compensation Range: \$1,000/week stipend

The Illinois Coalition for Immigrant and Refugee Rights (ICIRR) is a statewide non-profit coalition that advocates for the rights of immigrants and refugees. ICIRR engages in public policy advocacy, community organizing, service coordination, training and technical assistance, public education and outreach and leadership development for immigrants and refugees in Illinois.

Founded in 2000, Mano a Mano Family Resource Center is an immigrant-based, community development organization whose mission is to empower immigrant and underserved families of Lake County, Illinois to become full participants in their community by providing quality programs and services that educate and establish links to essential community resources. We implement this mission through our four programs: Healthy Families, Productive Parents, Successful Children, and Engaged Citizens. Our work is sustained by our respect for human dignity and our belief in the equality of all people. Located in Round Lake Park with a satellite office in North Chicago, Mano a Mano serves approximately 15,000 immigrants annually from across Lake County and surrounding areas.

Position Summary

Since 2002, ICIRR has led the Democracy Project Fellowship, a nonpartisan Get Out the Vote (GOTV) program that empowers immigrant communities by increasing voter participation across Chicago and surrounding suburbs. The fellowship is a paid, full-time leadership development opportunity for emerging community leaders who are passionate about civic engagement, voter mobilization, grassroots organizing, and strengthening democracy. It will run from Wednesday, August 12, through Friday, November 6. Fellows will work 40 hours per week and earn **\$1,000 a week stipend**, paid biweekly. There will also be a **100\$ a month stipend** for phone and transportation support in addition.

Mano a Mano will serve as one of several host organizations for Democracy Project Fellows from the Illinois Coalition of Immigrant and Refugee Rights. The Mano a Mano Democracy Project Fellow will be based out of Mano a Mano's North Chicago satellite office, where they will work to carry out local voter engagement efforts. Fellows will receive day-to-day support from Mano a Mano DIA Coordinator, as well as training, mentorship, and ongoing guidance from ICIRR staff. Throughout the fellowship, fellows will develop skills in volunteer recruitment,



voter registration, and voter outreach. Voter outreach activities include, but are not limited to, door-knocking, phone-banking, community events, tabling, and digital outreach.

Responsibilities

- Engage immigrant and pro voters through nonpartisan voter outreach
- Recruit, train, and support volunteers to expand outreach efforts
- Plan Election Day mobilization efforts, including early voting initiatives
- Build relationships with community organizations and local organizations
- Participate in trainings, team meetings, check-ins, and other leadership development opportunities
- Accurately track outreach activities and report on results
- Conduct voter engagement activities in a strictly nonpartisan (not supporting a particular candidate or party) manner, and carried under non-profit 501(C)(3) guidelines
- Knock doors and phone bank for a minimum of 20 hours a week
- Set up weekly canvasses and phonebanks

Qualifications

- Passionate about civic engagement, voting rights, and empowering immigrant communities
- Self-motivated, organized, and capable of independent and team-based work
- Bilingual (English and Spanish)
- Strong written and verbal communication skills
- Comfortable engaging community members in-person, by phone and virtually
- Ability to work on some evenings and weekends for outreach activities
- Access to reliable transportation and willingness to travel locally
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Physical Demands: The physical demands described here are representative of those that must be met by the contractor to successfully perform the essential functions of this job.

- Regularly required to canvass the community, including walking door-to-door in neighborhoods, and accessing community businesses and organizations
- Operate normal office equipment
- Carry and set up equipment for outreach events
- Use a computer for extended periods of time.