



JOB DESCRIPTION

Title: Community Outreach Canvasser

FLSA Status: Non-Exempt, hourly

Position Type: Temporary, project-based (no benefits)

Project Period: February 2026 – April 2026 (hours vary by assignment)

Pay: \$28.00/hr

Position Summary

Information Insights, Inc. is seeking Temporary Community Outreach Canvassers to support an AARP Alaska (American Association for Retired Persons) campaign focused on engaging Alaskan small businesses regarding the [Alaska Work and Save program](#). This short-term, campaign-based role will support direct outreach efforts to collect letters of support and identify small business owners interested in legislative testimony.

This position is well suited for individuals who are reliable, professional, and comfortable engaging directly with business owners in their communities. Work will be conducted either in person, email, or by phone, depending on the assigned region statewide.

About Information Insights

Information Insights provides research-based consulting, planning, and business services to clients throughout rural and urban Alaska and occasionally beyond. We have over 20 years of experience expanding our clients' capacity to fulfill their objectives through custom research and impartial analysis, strategic and business planning, public outreach and engagement, facilitation services, and administrative and program support. Our clients are municipalities, tribes, state and federal agencies, nonprofit organizations, and businesses of all sizes.

We believe the best solutions emerge when people are brought together with common goals and clarity, especially in a world that is always changing.

Our approach matches best practices and depth of knowledge with creativity and vision to develop the best solutions for our clients. We assemble a custom team for each project and tailor the process to fit the project scope. We frequently collaborate with a range of professional partners who are experts in their fields to bring in additional expertise when it benefits the project.

Our staff bring in-depth knowledge of Alaska history, cultures, and communities to all projects. We seek to bring people together to identify concerns, articulate shared values, and work toward achievable solutions. Our team includes individuals with academic and professional backgrounds in applied economics, business planning, organizational development, nonprofit administration and accounting, and grant management.

We welcome candidates who thrive in a dynamic work environment where no two days are exactly alike, and there is always something new to learn.

Work Locations

Canvassers will be assigned to one primary region and may travel by personal vehicle to nearby communities within that region. All work is ground-based only; no air travel is required or reimbursed.

Project locations can include:

- SouthCentral/Mat-Su: Anchorage, Eagle River, Wasilla, Palmer
- Interior: Fairbanks, North Pole, Denali
- Interior Road System: Tok, Delta Junction, Glennallen
- Kenai Peninsula: Kenai, Soldotna
- Rural/Remote (phone based outreach only): Bethel, Yukon–Kuskokwim Delta, Nome and/or Kotzebue, Utqiagvik / North Slope

Assignments are based on applicant location and project needs.

General Responsibilities

This position supports the fulfillment of contract deliverables for an AARP Alaska's Alaska Work and Save outreach campaign by engaging with Alaskan small businesses, collecting letters of support and petitions, recruiting small business for testimony, documenting engagement outcomes, and coordinating with the project team.

Key Responsibilities

- Part-time, flexible availability
- Engage with local small businesses in assigned regions:
 - **In-person outreach** for Southcentral, Mat-Su, Interior, Interior Road System, and Kenai Peninsula regions
 - **Phone-based outreach** for designated rural/remote regions
- Meet weekly with campaign staff to track progress to goals and other campaign needs
- Collect letters of support from small business owners
- Report outreach activities and outcomes accurately
- Recruit potential small business owners interested in legislative testimony
- Submit required timesheets, mileage logs (if applicable), and activity reports on time
- Follow all project protocols, confidentiality requirements, and conduct guidelines
- Meet daily, weekly, and overall campaign goals for assigned region
- Represent Information Insights and AARP professionally in all community interactions

Physical and Mental Demands

The physical demands of this position vary depending on assigned region and outreach method. For in-person outreach assignments, the position will require standing, walking, sitting, speaking, and hearing for extended periods while engaging with members of the public. The role requires near vision to read printed materials and computer screens and the ability to hear and speak clearly to exchange information in person or by telephone.

For phone-based outreach assignments, the position requires prolonged sitting, speaking, hearing, and use of a computer or mobile device. The employee must have sufficient arm, hand, and finger dexterity to

operate a keyboard, smartphone, or other standard office equipment. Repetitive motions involving wrists, hands, and fingers is required.

All assignments require the ability to communicate effectively in oral and written form, understand and follow instructions, accurately document information, recall facts and details, manage time independently, and exercise sound judgment while working with limited supervision.

Information Insights is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical and mental disabilities.

Work Environment

This position is remote and field based, with employees working from their own locations or traveling locally within their assigned region. No central office workspace is required for this role; however, employees assigned to the Fairbanks region may have the option to work periodically from the Fairbanks office as needed.

Work may take place in a variety of environments, including home offices, vehicles, outdoor or public business settings, and remote phone-based workspaces. Information Insights has established safety protocols and guidelines for field-based and canvassing activities, which employees are required to follow.

Employees will receive guidance on safe canvassing practices and are expected to comply with all applicable safety procedures and policies when working remotely or in the field.

Out-of-state employment is not anticipated for this position. All work must comply with Information Insights policies and applicable workplace safety guidelines.

Professional Qualifications

The following are required:

- Strong communication, conversational, and interpersonal skills
- Comfortable approaching and speaking with small business staff and community members
- Dependable, punctual, and flexible
- Ability to remain positive under stressful situations, and be solutions-oriented
- Ability to work independently
- Ability to handle different forms of rejection
- Ability to communicate campaign materials and guides
- Ability to accurately report outreach goals and follow instructions
- Basic comfort with smartphones, computers, or software such as Google or Microsoft Applications.
- Ability to stand, walk, and travel locally during outreach activities

The following are preferred, but not required:

- Prior canvassing, outreach, advocacy, or survey experience
- Experience working with small businesses or community organizations
- Familiarity with broad Alaskan communities

Additional Job Information

- **Classification:** Temporary employee (not a contractor), non-exempt / hourly
- **Pay:** \$28/hour
- **Hours:** This is a project-based position with limited total hours; schedules and total hours will be set based on regional needs and project timelines
- **Benefits:** No benefits, holiday pay, or paid leave
- **Time Tracking:** Required; training provided
- **Mileage:** May be reimbursed for approved outreach travel per IRS/state rates
- **Vehicle Use:** Must have access to a reliable vehicle and provide proof of auto insurance if driving for work
- **Equipment:** No IT equipment or hardware provided
- **Phone/Internet:** Reliable internet access required; personal phone use may be required/requested; some roles may use Microsoft Teams for phone outreach.
- **Background Checks:** Required
- **Confidentiality:** Privacy and confidentiality agreement required

Employees must also possess the following abilities:

- Ability to adhere to safety rules and other reasonable regulations pertaining to the position.
- Ability to refrain from violence.
- Ability to work in cooperation with other workers within the organization.

Conclusion

This job description is intended to convey information essential to understanding the scope of the job and general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. The scope of the job may change as necessitated by business demands.

How to Apply

Applicants will complete a short online application. Applications will be reviewed on a rolling basis until positions are filled.

Information Insights is an Equal Opportunity Employer.

information insights
vision + creativity = solutions