



VoteRiders Volunteer Manager

Overview

VoteRiders, a six-year-old 501(c)(3) national nonpartisan nonprofit, is the first and leading organization focused solely on voter ID. Our goal is to make sure voters have a valid ID if required - and the confidence that they do or that none is required. We accomplish this primarily through Voter ID Coalitions comprised of partnership organizations, especially in voter ID states with highly competitive House, Senate and gubernatorial races. We also plan to reach voters with ID questions or who need help through direct voter contact canvassing, phonebanking and textbanking.

We aim to 1) Identify those in need of assistance; 2) Educate voters on the voter ID requirements and process; and 3) Assist those in need of individual help.

The recruitment, management and training of volunteers is a major factor in our success nationally. We are hiring a Volunteer Manager to handle these efforts.

Primary Responsibilities

- Spearhead our national volunteer recruitment, communication and retention efforts
- Maintain our national volunteer database
- Develop and manage VoteRiders' volunteer program such as "VoteRiders Ambassadors" (e.g., sharing social media content, letters-to-the-editor, gathering signatories or merely signing a petition, providing transportation to government-issuing ID offices)
- Create VoteRiders' volunteer training modules and conduct individual and group volunteer trainings (e.g., Helpline volunteers, Case Workers)
- Create and manage direct voter contact events including phonebanks and textbanks
- Other duties as assigned

Qualifications

- Extensive experience in volunteer recruitment and management
- Understanding of direct voter contact program best practices

- Experience with VAN or similar voter file
- Highly self-motivated and -directed
- Strong affinity for voting rights, networking and building strategic relationships
- Demonstrated ability to manage details, resourcefully solve problems and follow through with minimum direct supervision
- Very strong interpersonal communication skills
- Proven responsiveness and team player
- Spanish language skills preferred

About the Organization

VoteRiders is a nonpartisan, 501(c)(3) national nonprofit organization whose mission is to ensure that all citizens are able to exercise their right to vote. VoteRiders informs and helps citizens to secure their voter ID or proof-of-citizenship if required by a state's voter registration law as well as inspires and supports organizations, local volunteers, and communities to sustain voter ID education and assistance efforts, including to secure required underlying documents.

Compensation and Location

VoteRiders' full-time Volunteer Manager will be paid \$5,000/month.

The Volunteer Manager can be located anywhere in the continental United States.

VoteRiders' Equal Employment Opportunity Policy

VoteRiders is committed to diversity among its staff. VoteRiders is an equal opportunity employer. All employment decisions at VoteRiders are based on our mission and program needs, job requirements and individual qualifications, without regard to age, race, color, national origin, religion, sex, sexual orientation, disability, or any other legally protected basis. VoteRiders will not tolerate any unlawful discrimination or harassment.

Application Procedure

To apply, please send a resume, cover letter and contact information for three references to info@VoteRiders.org. Include in the subject line: your **last name** and **Volunteer Manager**. Applications will be accepted until the position is filled.