



VoteRiders Wisconsin Voter ID Coalition Coordinator

OVERVIEW

VoteRiders is a nonpartisan 501(c)(3) nonprofit, focused on voter ID education and assistance. We work nationwide and in key states to raise awareness of voter ID laws, make sure voters know what ID they need to vote in their state and provide help if they need it. Our programs identify, educate and help voters in need of voter ID assistance so they can vote with confidence, knowing they cannot be turned away.

We are seeking a Wisconsin Voter ID Coalition Coordinator to continue building and increasing VoteRiders' outreach in the state and to grow our impact ahead of the 2022 midterm elections and beyond. This individual will work closely with VoteRiders' National Outreach Director, our National Voter ID Clinics Director, and our Chief Executive Officer/Executive Director in planning and executing the Wisconsin outreach program. The Wisconsin Voter ID Coalition Coordinator will be the main contact with state-based partners in Wisconsin, including voter engagement organizations as well as direct service providers that serve communities disproportionately impacted by voter ID laws.

This position, available ASAP, must be based in Wisconsin. The Wisconsin Voter ID Coalition Coordinator reports to our National Outreach Director.

COMPENSATION

This is a full-time position with an annual salary of \$60,000/year, as well as healthcare benefits, paid sick leave, and paid time off per the policies outlined in VoteRiders' Employee Handbook.

PRIMARY RESPONSIBILITIES

60% Partner Outreach and Relationship Management

- Building on previous VoteRiders work in Wisconsin: identify, establish, and maintain meaningful partnerships with a diverse range of local organizations to support voter ID outreach and assistance, including voter engagement groups and direct service providers
- Strengthen and support the coalition of organizations statewide to incorporate VoteRiders' tools and services into their work
- Craft and execute plans for Wisconsin partners to incorporate voter ID outreach, education, and assistance into their programs, including referrals of voters with ID issues to VoteRiders
- Work with partner organizations to provide voter ID education, support and training as needed, implement programming, and track results
- Build the capacity of partner organizations and their staff/volunteers to provide voters



with the ID information and assistance they need

30% Voter and Volunteer Engagement

- Proactively offer as well as respond to voter ID information and assistance needs from Wisconsin voters
- Assist in the recruitment, training, and oversight of a diverse group of VoteRiders volunteers who can support VoteRiders activities in the state and virtually, including through the implementation of Voter ID Clinics

10% Reporting

- Maintain and regularly update the portions of the voter-intake and partner-outreach database concerning Wisconsin
- Complete weekly Wisconsin outreach reports, ensuring timely and comprehensive reporting on established program metrics of success
- Track and reconcile expenses associated with the organization of program activities, Voter ID Clinics, and voter ID assistance
- Document stories, visually and otherwise, of voters assisted, including the steps taken to obtain an acceptable ID and capturing impact stories for posting on social and digital media as well as through traditional media
- Other special projects as needed, including assisting with overall organizational efforts and priorities on an ad-hoc basis

QUALIFICATIONS

Required

- Lives in (or willing to relocate to) Wisconsin (relocation funds are not included)
- At least three years' experience in similar role, including community organizing experience
- Ability to build strong and sustainable collaborative relationships that achieve actionable results
- Exceptional interpersonal skills, motivation, and entrepreneurial spirit
- Demonstrated ability to manage details, resourcefully solve problems and follow through with minimum direct supervision
- Excellent written, verbal and interpersonal communications skills; strong communicator, precise, compelling and diplomatic
- Experience and ability to work with diverse and at-risk communities
- Regular and reliable access to a computer, internet signal, and cellphone
- Strong computer skills, including Microsoft Suite and Google Suite with aptitude to learn new software and systems
- Willing to travel with access to reliable transportation

Preferred/Plus

- Spanish language skills
- Experience with VAN



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- Existing relationships with Wisconsin democracy, direct service, and/or community organizations
 - Experience working within the political arena combined with experience at another not-for-profit organization
 - Experience with digital storytelling methods

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.

TO APPLY

To apply, send a resume, cover letter and contact information as well as current or former working relationships for three references to Jobs@VoteRiders.org. Please note that references will not be contacted without your permission. Include in the subject line: your **last name** and **Wisconsin Voter ID Coalition Coordinator**. Applications will be accepted until the position is filled. Please include where you saw the job post or how you learned of the open position.