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## Houston Voter ID Outreach and Assistance Organizer (“Houston Organizer”)

### OVERVIEW

VoteRiders is a nonpartisan 501(c)(3) nonprofit, focused on voter ID education and assistance. Our work raises awareness of voter ID laws and VoteRiders’ services. 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*.

Targeted voter ID education and assistance in Texas has never been more crucial, as a new voting law enacted in December 2021 has created further confusion about the state’s requirements for ID when voting in-person and by mail. Because of this new law, as well as widespread confusion and intimidation surrounding voter ID issues more broadly, thousands of Texans were unable to, or deterred from, casting a ballot during the state’s March 1, 2022, primary election. Ahead of the midterm elections in November, VoteRiders is seeking to expand its presence in Texas to mitigate the impact of the new (and ongoing, stringent) voter ID provisions in the state’s voting laws and help Texans cast a ballot that counts and in large numbers.

VoteRiders is seeking a Houston, Texas-based Organizer to support and scale our work in the greater Houston region, with a particular focus on implementing and expanding our Voter ID Clinics program. Voter ID Clinics involve placing trained VoteRiders staff or volunteers on-site (or virtually) at partnering community organizations such as shelters, community centers, food banks, and more. Ideally held on a regular basis, VoteRiders’ Voter ID Clinics offer one-on-one and fully-paid voter ID assistance to any voter who needs it – including all transportation arrangements and costs and helping to obtain and paying the fees for the ID and underlying documents.

This is a full-time position, available ASAP. The VoteRiders Houston Organizer will work in close coordination with our Texas Voter ID Coalition Coordinator (based in San Antonio) and report to our National Voter ID Assistance Director.

### COMPENSATION

The salary for this position is \$50,000/year. Healthcare benefits, paid sick leave, and paid time off policies are outlined in VoteRiders’ Employee Handbook.

### PRIMARY RESPONSIBILITIES

#### **60% Partner & Volunteer Outreach and Relationship Management**

- Identify, establish, and maintain meaningful partnerships with Houston-area organizations as well as statewide organizations that do work in the greater Houston



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region to support voter ID outreach and assistance, with a focus on direct service provider organizations and community groups that are willing and able to host regular Voter ID Clinics or refer people in need of voter ID assistance and information to VoteRiders

- Train partner organization staff and volunteers on Texas’s voter ID law and on the implementation of Voter ID Clinics, ensuring productive and ongoing partnerships that enable VoteRiders’ partners to deliver ID education and assistance to the communities they serve
- Recruit, train, and oversee a diverse group of VoteRiders volunteers who can support Voter ID Clinics in-person and virtually, as well as provide virtual ID assistance outside of regular Voter ID Clinic events
- Promote VoteRiders’ tools and services widely with partner organizations in Texas, including our bilingual Voter ID Chatbot, Voter ID Helpline, and Texas Voter ID Information wallet cards

### **30% Voter Engagement**

- Directly assist voters at Voter ID Clinics and virtually as needed, providing individual voter assistance to community members

### **10% Reporting**

- Ensure timely and comprehensive reporting on established program metrics of success, including: number of partnerships established, number of volunteers recruited, number of partner staff and volunteers trained, number of Voter ID Clinics organized, number of voters assisted along with the voter ID status of those assisted, number of voters otherwise educated about voter ID, and others
- Track and reconcile expenses associated with the organization of 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 coverage of Voter ID Clinics

## **QUALIFICATIONS**

### **Required**

- Lives in (or willing to relocate ASAP to) Harris County (Houston, Texas), or in surrounding counties (relocation funds are not included)
- Two years’ experience in grassroots organizing in Texas or the greater Houston region (preferred) or elsewhere in a similar role
- Exceptional interpersonal skills and entrepreneurial spirit
- Highly self-motivated and -directed
- Strong communications skills and highly responsive



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- Strong affinity for voting rights, networking and building strategic partnerships
  - Experience and ability to work with diverse and at-risk communities
  - Experience with or willingness to learn digital storytelling methods
  - Demonstrated ability to manage details, resourcefully solve problems and follow through with minimum direct supervision
  - Regular access to a reliable computer, internet signal, and cellphone
  - Strong computer skills, including Microsoft Suite, Google Suite with aptitude to learn new software and systems
  - Willing to travel with access to readily available and reliable transportation with appropriate insurance

#### **Preferred/Plus**

- Experience with VAN
- Spanish language skills
- Existing relationships with local and/or statewide democracy and/or direct service organizations

#### **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, please send a resume, cover letter and contact information as well as current or former working relationships for three references to [Jobs@VoteRiders.org](mailto:Jobs@VoteRiders.org). Please note that we will not contact references without your permission. Please include in the subject line: your **last name** and **Houston Organizer**. 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.