



VoteRiders Pennsylvania 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 free 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 Pennsylvania Voter ID Coalition Coordinator to lead VoteRiders' outreach in the state and grow our impact there ahead of the 2022 midterm elections and beyond. This individual will work closely with VoteRiders' National Outreach Director, our National Voter ID Assistance Director, and our Chief Executive Officer/Executive Director in planning and executing the Pennsylvania outreach program. The Pennsylvania Voter ID Coalition Coordinator will be the main contact with state-based partners in Pennsylvania, including voter engagement organizations as well as direct service providers and other partner organizations that serve communities disproportionately impacted by voter ID laws.

This position, available ASAP, must be based in Pennsylvania, with a preference for candidates based in or willing to relocate to Philadelphia. The Pennsylvania 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

- With the National Outreach Director, develop a state-specific strategic plan for partner outreach and support
- Building on previous VoteRiders work in Pennsylvania: 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 a coalition of organizations statewide to incorporate VoteRiders' tools and services into their work
- Craft and execute plans for Pennsylvania 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 of Pennsylvania voters, including directly assisting Pennsylvania voters to obtain their state ID if needed
- 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 and the provision of virtual voter ID assistance

10% Reporting

- Maintain and regularly update the portions of the voter-intake and partner-outreach database concerning Pennsylvania
- Complete weekly Pennsylvania 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) Pennsylvania (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 access to a reliable 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 within Pennsylvania with access to readily available and reliable transportation, either public transport or a personal vehicle with active license with appropriate insurance

Preferred/Plus

- Spanish or additional relevant language skills
- Experience with VAN
- Existing relationships with Pennsylvania 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 **Pennsylvania 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.