



## **Pittsburgh Voter ID Outreach and Assistance Organizer "Pittsburgh 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 Pennsylvania, with a focus on the specific subset of voters who are impacted by the state's current voter ID law, is crucial in the leadup to the 2022 midterm elections and beyond. As such, VoteRiders is seeking to expand its presence in Pennsylvania to help all eligible voters cast a ballot that counts and in large numbers.

VoteRiders is seeking a Pittsburgh, Pennsylvania-based Organizer to support and scale our work in the greater Pittsburgh region, with a particular focus on raising awareness of Pennsylvania's existing voter ID law and implementing a targeted Voter ID Clinics program in the region. 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 Pittsburgh Organizer will work in close coordination with our Pennsylvania Voter ID Coalition Coordinator (based in Philadelphia) and report to our National Voter ID Assistance Director.

### **COMPENSATION**

The salary for this position is \$50,000/year.

VoteRiders provides healthcare benefits, paid sick leave, and paid time off per the policies outlined in our Employee Handbook.



## **PRIMARY RESPONSIBILITIES**

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

- Identify, establish, and maintain meaningful partnerships with Pittsburgh-area organizations as well as statewide organizations that do work in the greater Pittsburgh region to support voter ID education, 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 Pennsylvania's current 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 the Pittsburgh region, including our bilingual Voter ID Chatbot, Voter ID Helpline, and Pennsylvania 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 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) the Pittsburgh, PA region (relocation funds are not included)
- Two years' experience in grassroots organizing in Pennsylvania or the greater Pittsburgh 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
- 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**. **Please include in the subject line:** your **last name** and **Pittsburgh Organizer**. Please include where you saw the job post or how you learned of the open position.

Applications will be accepted until the position is filled. Please note that we will not contact references without your permission.