



## **VoteRiders Ohio Voter ID Coalition Coordinator**

### **OVERVIEW**

Founded in April 2012, VoteRiders is the country's leading nonpartisan 501(c)(3) nonprofit that focuses on voter ID education and assistance. We work nationwide with a particular focus on states with voter ID laws and competitive federal elections. In the 2022 election cycle our programs directly reached over 7 million voters. Our on-the-ground programs, partnerships, and digital campaigns raise awareness of voter ID laws, making sure voters know what ID they need to vote in their state and providing completely free ID assistance to voters in need. Our programs identify, educate and help voters with voter ID issues so they can vote with confidence, knowing they cannot be turned away.

As VoteRiders continues to grow in response to the quickly-rising need for our work, we are seeking a highly-motivated Ohio Voter ID Coalition Coordinator to lead VoteRiders' outreach in the state and grow our impact there in the wake of the state's passage of a new voter ID law in January 2023. 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 Ohio outreach program. The Ohio Voter ID Coalition Coordinator will be the main contact with state-based partners in Ohio, 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 Ohio, with a preference for candidates based in or willing to relocate to Columbus or Cleveland. The Ohio Voter ID Coalition Coordinator reports to our National Outreach Director.

### **COMPENSATION**

This is a full-time position with an annual salary of \$55,000 - \$65,000/year, as well as a monthly remote work stipend, 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 to educate and assist partner organizations and voters about the new ID law and overcome barriers to voting
- Building on previous VoteRiders work in Ohio: identify, establish, and maintain meaningful partnerships with a diverse range of statewide and 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 Ohio partners to incorporate voter ID outreach, education, and assistance into their programs, including referrals of voters with ID issues to



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- 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 Ohio voters, including directly assisting Ohio 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 Ohio
- Complete weekly Ohio 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) Ohio (relocation funds are not included)
- At least four 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 Ohio 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 Ohio 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](mailto:Jobs@VoteRiders.org). Please note that references will not be contacted without your permission. Include in the subject line: your **last name** and **Ohio 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.