



## **VoteRiders Florida Voter ID Coalition Coordinator**

### **OVERVIEW**

Founded in April 2012, VoteRiders is the country's leading nonpartisan organization 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 **Florida Voter ID Coalition Coordinator** to lead VoteRiders' outreach in the state and grow our impact there.

Targeted voter ID education and assistance in Florida has never been more crucial. Florida has had a voter ID law for years and recent voting law changes have created far-reaching confusion about the state's requirements for ID when voting in-person and by mail. As such, VoteRiders has a presence in the state to mitigate the impact of the ongoing and stringent voter ID provisions in the state's voting laws. The Voter ID Coalition Coordinator will work with organizations throughout the state to ensure all voters who plan to vote by mail are aware of the recent ID-related changes to the mail-in voting process, as well as to ensure that voters who plan to vote in person have an acceptable identification to cast a ballot that counts.

This individual will work closely with VoteRiders' National Outreach Director, our National Voter ID Assistance Director, and our Executive Director in planning and executing the Florida outreach program. The Florida Voter ID Coalition Coordinator will be the main contact with state-based partners in Florida, including voter engagement organizations as well as direct service providers that serve communities disproportionately impacted by voter ID laws.

Remote work from a home office is possible, but candidates must be physically based in the Orlando area to be considered for this position, or be willing to relocate there ASAP. The Florida Voter ID Coalition Coordinator reports to our National Outreach Director. This position may include the supervision of additional state-based staff in 2024 (yet to be hired).

### **COMPENSATION**

This is a full-time position with an annual salary of \$55,000 - \$70,000/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**



### **70% 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 ID laws and overcome barriers to voting
- Building on previous VoteRiders work in Florida: 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 Florida 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

### **20% Voter and Volunteer Engagement**

- Proactively offer as well as respond to voter ID information and assistance needs of Florida voters, including directly assisting Florida 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 Florida
- Complete weekly Florida activity 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**

- Bilingual in English and Spanish.
- Lives in (or willing to relocate immediately to) Orlando, Florida or surrounding areas. Please note that relocation funds are not included.



# VOTERIDERS

## VOTER ID HELP

- 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
- Willingness to travel within Florida for program-related work and partner outreach

### Preferred/Plus

- Experience managing staff and/or volunteers in a campaign or civic engagement program context
- Existing relationships with Florida democracy, direct service, and/or community organizations
- Experience working within the political arena combined with experience at another not-for-profit organization
- Experience with social media and digital storytelling methods
- Experience with VAN, Mobilize, EveryAction, Spoke, or other similar platforms and databases

### 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 **Florida 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.