



## **Job Description: Ohio Organizer**

### **OVERVIEW**

Founded in April 2012, VoteRiders is the country's leading nonpartisan organization focused on voter ID education and assistance. We work nationwide with a particular focus on states with voter ID laws and competitive federal elections. In 2023, our programs directly reached over 6 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.

Ahead of November 2024 elections, targeted voter ID education and assistance in Ohio has never been more crucial. In early 2023, the state passed a new and more restrictive voter ID law, creating disenfranchisement and far-reaching confusion among eligible voters. As VoteRiders continues to grow its work in state in response to the quickly-rising need for our work, we are seeking a highly-motivated Ohio Organizer (preferred location of Cleveland) to support our work in the state, with a primary focus on supporting and expanding our voter ID assistance work in the region and statewide. This will involve organizing onsite Voter ID Clinics<sup>1</sup>, supporting Ohio partner organizations to offer ID help to the communities they serve, and managing in-state and virtual volunteers to sustain this year-round work.

This is a remote position, but candidates must be physically based in Ohio (preferably Cleveland) to be considered for this position and be able to travel regularly within the state. This is a full-time position, available ASAP. The VoteRiders Ohio Organizer will report to the Ohio State Coordinator and work closely with our National Director of Voter ID Assistance, Deputy Director of Voter ID Assistance, and National Outreach Director as well as other VoteRiders team members on an as-needed basis.

### **COMPENSATION**

The starting salary range for this position is \$50,000 - \$60,000 annually. Total compensation includes a monthly remote work stipend, healthcare benefits, paid sick leave, paid time off per the policies outlined in VoteRiders' Employee Handbook, and access to a 401k retirement plan with a 4% employer contribution match.

### **PRIMARY RESPONSIBILITIES**

#### **Voter ID Assistance**

- Develop, nurture, and continually expand partnerships with Ohio organizations that will host regular onsite Voter ID Clinics

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<sup>1</sup> 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. These events offer one-on-one and fully-paid voter ID assistance to any eligible voter who needs it -- including all transportation arrangements and costs and helping to obtain and paying the fees for the ID and underlying documents.



# VOTERIDERS

## VOTER ID HELP

- Attend regular in-person Voter ID Clinics and other community events to directly assist voters and provide virtual assistance as needed to community members
- Expand VoteRiders' voter ID assistance work through growing our partnership base, cultivating organizations to send us referrals of voters in need of ID help, and identifying and supporting organizations to conduct ID assistance independently with training and financial support from VoteRiders
- Support partner organization staff and volunteers on voter ID assistance and VoteRiders' systems as needed, ensuring productive and sustainable ongoing partnerships that enable VoteRiders' partners to deliver ID education and assistance to the communities they serve. This includes being the primary point of contact with partner organizations in Ohio that support voter ID assistance work and with in-state volunteers as well as virtual volunteers who are engaged in voter ID assistance work.
- Recruit and oversee a diverse group of VoteRiders volunteers who support Voter ID Clinics in-person and virtually, as well as provide virtual ID assistance outside of regular Voter ID Clinic events.
- Lead the collective effort (involving volunteers and other staff as needed) to respond to Ohio ID help requests that come in via Zendesk (VoteRiders' central voter intake platform), Helpline and Chatbot, including providing support for voter ID assistance requests and voter questions and following up on cases through completion.

### **Voter ID Education and Voter Engagement**

- Seek out and participate in relevant local events, forums, tabling opportunities, and community outreach activities to share voter ID information and raise awareness of VoteRiders' resources, tools, and services
- Promote VoteRiders' tools and services with partner organizations, including our bilingual Voter ID Helpline/Chatbot, Arizona Voter ID Information cards, and other partner-facing materials such as flyers and social media graphics.

### **Team Coordination and Reporting**

- Work closely with the Ohio State Coordinator to implement a cohesive, integrated, and effective statewide voter ID education and assistance program, including forging partnerships with relevant organizations statewide to expand the reach of VoteRiders' ID-focused programming
- Ensure comprehensive reporting on established program metrics of success, including weekly reports and the timely input of voter data into Zendesk
- Track and reconcile expenses associated with the organization of program activities, including Voter ID Clinics and virtual 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
- Other tasks as needed

## **QUALIFICATIONS**

### **Required**

- Lives in (or willing to relocate ASAP to) Ohio, preferably Cleveland (relocation funds are



not included)

- 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 including Slack
- Willing to travel regularly within Ohio with access to readily available and reliable transportation with appropriate insurance

#### **Preferred/Plus**

- Existing relationships with local and/or statewide democracy and/or direct service organizations
- Spanish language skills
- Experience in grassroots organizing in Ohio (preferred) or elsewhere in a similar role
- Experience with VAN

#### **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 for three professional 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 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.