



Job Description: Pennsylvania Organizer

OVERVIEW

Founded in 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 highly restrictive voter ID laws. 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 Pennsylvania has never been more crucial. Pennsylvania's current voter ID law requests an accepted form of ID for voting in-person for first-time voters in their precincts, as well as ID information for all voters casting a ballot by mail. There is far-reaching confusion about the state's ID laws across the boards, but particularly among youth and student voters.

VoteRiders is seeking a Pennsylvania-based Organizer (preferred location of Philadelphia) to support our work in the state, with a primary focus on supporting and expanding our existing voter ID assistance work statewide. This will involve organizing onsite Voter ID Clinics¹, supporting Pennsylvania 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 Pennsylvania 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 Pennsylvania Organizer will report to the Pittsburgh-based Pennsylvania 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

¹ 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

- Develop, nurture, and continually expand partnerships with Pennsylvania organizations that will host regular onsite Voter ID Clinics
- 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 Pennsylvania 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 Pennsylvania 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, Pennsylvania Voter ID Information cards, and other partner-facing materials such as flyers and social media graphics.

Team Coordination and Reporting

- Work closely with the Pennsylvania 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) Pennsylvania, with preferred location of Philadelphia (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 Pennsylvania 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
- Experience in grassroots organizing in Pennsylvania (preferred) or elsewhere in a similar role
- Spanish language skills
- Experience with VAN
- Experience with Zendesk or similar CRMs

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. Please note that references will not be contacted without your permission. Include in the subject line: your **last name** and **Pennsylvania 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.