Pennsylvania Organizer

OVERVIEW

The VoteRiders Pennsylvania Organizer supports our work in Pennsylvania, with a primary focus on supporting and expanding our voter ID assistance work. This will involve working one-on-one with voters to help them obtain ID and underlying documents, organizing onsite Voter ID Clinics, supporting Pennsylvania partner organizations to offer ID help to citizens in the communities they serve, and managing Pennsylvania-based and virtual volunteers to sustain this year-round ID assistance work.

VoteRiders does not maintain a physical office location, but the Pennsylvania Organizer must be based in the Philadelphia area to be considered for this position and be able to travel regularly within Pennsylvania. This is a full-time position, available ASAP. The VoteRiders Pennsylvania Organizer will report to the Pennsylvania State Director and work closely with our Voter ID Assistance team, National Outreach Director, and other VoteRiders team members on an as-needed basis. This role does not have staff supervisory responsibilities.

PRIMARY RESPONSIBILITIES

Voter ID Assistance (VIDA)

- One-on-one assistance to voters:
  - Organize and attend Voter ID Clinics and other events to directly assist voters with ID needs and provide virtual assistance as needed to community members
  - Lead the collective effort (involving volunteers and other staff as needed) to respond to Pennsylvania ID help requests, including providing timely support for requests and voter questions, and following up on cases through completion
- VIDA partnership development:
  - Maintain and deepen existing partnerships with VIDA partner organizations, including serving as primary point of contact and supporting partner organization staff and volunteers with VoteRiders' systems as needed
  - Expand VoteRiders' VIDA work through growing our partnership base, including recruiting new partner organizations to: host Voter ID Clinics, send us referrals of voters in need of ID help, and conduct ID assistance independently with training and financial support from VoteRiders

- VIDA volunteer management and support:
  - Recruit 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
  - Serve as primary point of contact with Pennsylvania-based and virtual volunteers/contractors focused on Pennsylvania-area work, including providing support on Pennsylvania ID assistance processes, VoteRiders' tools and systems, and hosting regular volunteer check-ins

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' voter ID assistance work
- Promote VoteRiders' tools and services with partner organizations, including our 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 Director to implement a cohesive, integrated, and effective metro-wide voter ID education and assistance program
- Ensure comprehensive reporting on established program metrics of success, including the timely submission of weekly reports, timely follow-up with voters and the timely input of voter data into Zendesk
- Track and reconcile expenses associated with the organization of program activities
- Other duties as assigned

QUALIFICATIONS

Required

- Lives in (or willing to relocate ASAP to) the Philadelphia, PA metro area (relocation funds are not provided)
- Exceptional interpersonal skills and entrepreneurial spirit
- Experience with casework, and enthusiasm for and comfort with providing one-on-one direct assistance to community members in settings such as shelters and employment centers

- Experience with creating and maintaining strong partnerships with allied groups and organizations in the community
- Highly self-motivated and -directed
- Strong communication 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, and engage directly with individuals in community-based settings
- 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 Slack, Microsoft Suite, Google Suite with aptitude to learn new software and systems
- Willingness to travel regularly within the Pennsylvania area, with access to readily available and reliable transportation with appropriate insurance

Preferred/Plus

- Existing relationships with local and/or Pennsylvania direct service organizations
- Experience with or willingness to learn digital storytelling methods
- Experience with Zendesk, and/or Mobilize

COMPENSATION

Starting salary is $53,000-$63,000/year with comprehensive employee benefits, including:

- Health benefits
- 401K with 4% employer contribution
- Generous paid time off including 4 weeks/year of accrued vacation time, paid sick time, all federal holidays, 5 personal days, and paid office closures at Thanksgiving and winter holidays
- Equipment and home office stipends
- Lifestyle Spending Account
- Calm meditation app subscription

EQUAL EMPLOYMENT OPPORTUNITY POLICY

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.

Studies have shown that members of marginalized communities - such as women, LGBTQ+ and people of color - are less likely to apply to jobs unless they meet every single qualification. VoteRiders is dedicated to building an inclusive, diverse, equitable, and accessible workplace that fosters a sense of belonging – so if you believe you're the right fit for this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to still consider submitting an application.

TO APPLY

To apply, send a resume, cover letter and contact information for three current or former professional contacts willing to serve as a reference to jobs@voteriders.org, with your name and "Pennsylvania Organizer" in the subject line. Please note that references will not be contacted without your permission.