

# Deputy Voter File Manager

## Description:

The Texas Democratic Party is seeking a top-tier, self-motivated, and innovative Deputy Voter File Manager. They will be responsible for assisting campaigns and county parties across Texas with VAN, including advising on targeting and troubleshooting technical issues.

They will report to the Voter File Manager. This is a cycle position, with employment through November 2022 and is based in Austin, TX.

## Core Responsibilities:

- Assisting in the management of Texas VAN support, including:
  - Responding to VAN help tickets and maintaining + improving the VAN help ticket system
  - Writing and updating VAN support documentation
  - Overseeing VAN account requests and creation, invoicing, and licensing agreements
- Providing strategic advice to campaigns, county parties, and all VAN users on VAN best practices and data standards.
- Meet regularly with candidates and campaign staff to discuss VAN usage, and assist with data sharing, user permissioning, and voter contact programming

## Additional Responsibilities:

- Providing data support to political and other teams
- Other data / tech duties to support geographies / districts, including VAN administration, creating phone banks, managing texting programs, and more

## About you:

- You are kind, resourceful, a team player, and an excellent problem solver
- You were the go-to VAN expert at your previous campaign / organization -- you find joy in teaching others better ways to use VAN and sharing tips & tricks about the platform
- You have experience in electoral politics and are passionate about using data and technical tools to organize and advance progressive causes
- You enjoy the process of finding solutions to unexpected problems
- You have a knack for customer service, and have demonstrated commitment to helping stakeholders achieve success
- You have excellent written and verbal communication skills, and have experience explaining technical concepts to non-technical audiences

- You are passionate about electing Democrats up and down the ballot across the state of Texas

### Technical skills we're looking for:

- VoteBuilder / VAN
- Experience using or administering voter contact tools (like Hustle, ThruText, ThruTalk, Callhub, Spoke, Callserver COS, Reach, etc.)
- Interest in leveling-up technical skills -- especially in becoming a Google Sheets expert or learning SQL
- Experience using Freshdesk, NGP 8, Airtable, and/or Asana are all a plus

### Required Tools:

- A reliable laptop
- A reliable cell phone

**Salary:** \$44,000 - \$52,000

**Employee Classification:** This is a Texas based full-time position and will include some nights and weekends.

**Location:** Austin, Texas

**Reports to:** Voter File Manager

**Start date:** January 2022

**Diversity:** The Texas Democratic Party is an equal-opportunity employer. Consistent with the Texas Democratic Party's commitment to including groups historically underrepresented in the Texas Democratic Party's affairs, by virtue of race/ethnicity, age, sexual orientation, gender identity, or disability, we strongly encourage members of underrepresented groups to seek jobs within the Texas Democratic Party.

**How to Apply:** Please submit your resume and cover letter [here](#)

Any questions can be directed to [data@txdemocrats.org](mailto:data@txdemocrats.org).