

Job Opening for Voter File Manager for the West Virginia Democratic Party

June 27, 2022

Title: Voter File Data Manager

Description: The West Virginia Democratic Party is seeking an experienced, self motivated, innovative Voter File Manager. They will be responsible for assisting campaigns and county parties across West Virginia with VAN, including advising on targeting and troubleshooting technical issues. The Voter File Manager will report to the Executive Director.

Responsibilities:

- Responding to VAN help tickets and maintaining and 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.
- Providing data support to political and other teams
- Assist with other data/tech duties to support the Democratic Party Headquarters including VAN administration, phone banks, texting programs, and more.

About you:

- You are resourceful, a team player, and a problem solver.
- You enjoy teaching others better ways to use VAN
- You have experience in political campaigns
- You have strong verbal and written communications skills and are capable of explaining technical issues to a non-technical audience.

Technical Skills

- VoteBuilder/VAN
- Familiarity with voter contact tools like Hustle, ThruText, Phone Burner, etc.

Salary: Commensurate with experience

To Apply: Email your resume, cover letter and three (3) professional references to mike@wvdemocrats.com using the subject line WVDP Voter File Manager.

The WVDP is an equal opportunity employer, and does not discriminate against any individual in employment on the basis of race, color, religion, national origin, sex, pregnancy, age marital status, personal appearance, sexual orientation, gender identity, family responsibilities, disability, veteran's status or any basis prohibited by law.