



## **Democratic Party of Virginia Voter Protection Coordinator**

The Democratic Party of Virginia (DPVA) is seeking a Voter Protection Coordinator to build a strong team of Voter Protection volunteers and maintain and coordinate the DPVA Voter Hotline and Poll Observer Program. The Voter Protection Coordinator will work with the Voter Protection and Expansion Director (VPD) and the Deputy Voter Protection Director (DVDP) to make sure every eligible Virginian is engaged as an active participant in our Democracy, understands their voting rights and the importance of voting in every election, is able to vote in free, fair, and accessible elections, and to have those votes counted. DPVA focuses on a year-round and long-term approach to combat voter suppression and expand Virginians' access to the ballot.

### **What You'll Do**

- Maintain the DPVA Voter Hotline. Work with the VPD and Chief Technology Officer to maintain the year-round Voter Hotline and expand the hotline around election. Provide for remote access as well as voicemail, language support, and other features as needed.
- Coordinate the Poll Observer Program. Recruit and manage volunteers to be inside and outside poll observers during elections. Work with VPD and DPVP to train all volunteers and assign volunteers to priority precincts.
- Maintain strong data practices. Work with the Deputy Data Director to effectively use VAN/Votebuilder to recruit and track volunteers. Ensure that all volunteers are trained on LBJ and properly reporting calls and logging issues in a timely, accurate, and thorough. Work with the DVDP to administer LBJ, VAN/Votebuilder, Mobilize, and G Suite.
- Escalate issues and analyze voting trends. Work with the VPD and DVDP to monitor issues ensuring that all voter issues have been resolved. Aggregate and analyze voter issues to identify trends in order to properly respond.
- Oversee policy and processes. Develop collateral and maintain an understanding of hotline processes and relevant policies and collaborate with other stakeholders within and outside Virginia to drive consistency for the Hotline and volunteers.
- Expand external outreach. Work with the VPD to cultivate relationships with community organizers and other allies to recruit volunteers and educate voters. Use digital tools to engage new volunteers and educate voters.

### **Who You Are**

- A highly organized, data-driven leader. The ideal candidate can juggle competing priorities in a changing environment without dropping balls. They have demonstrated

*Paid for by the Democratic Party of Virginia, [www.vademocrats.org](http://www.vademocrats.org), not authorized by any candidate or candidates committee.*

experience in managing volunteers, planning and executing events, and moving projects forward. They are comfortable using data to inform decision-making strategy, appreciate the importance of reporting clean and accurate data, and possess a strong attention to detail.

- A technically-savvy operator. The ideal candidate will be comfortable setting up and maintaining sophisticated technology. They will be proactive, planning for scale and other potential eventualities.
- Strong cross-team collaborator. The ideal candidate communicates with stakeholders early and often, closes the loop quickly on outstanding issues, and manages up and across to their colleagues, manager, and other team leaders. They will have the ability to work independently to complete their defined responsibilities while also collaborating with the Voter Protection Department and DPVA to complete larger projects.
- Strong situational communicator. The ideal candidate carefully adapts their written and verbal communications to meet the needs and preferences of a diverse group of stakeholders. They will have a high-degree of emotional intelligence to support volunteers through challenging scenarios.

### **Preferred Qualifications**

- Fluency in a second language, preferably Spanish
- Experience using VAN/Votebuilder, LBJ, Mobilize, and G Suite
- Willingness to work long hours and weekends as needed
- Qualified Virginia Voter
- Bachelor's Degree and experience as an organizer

Position is based out of the Richmond Office of the Democratic Party of Virginia and will begin in early January.

To apply, email a cover letter and resume to [jobs@vademocrats.org](mailto:jobs@vademocrats.org) with "Voter Protection Coordinator" as the subject line. Applications are due by December 1, 2019.

The DPVA is committed to diversity among its staff, and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to supporters and constituents. The DPVA is an equal opportunity employer and it is our policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, veteran status, gender identity or expression, ethnic identity or physical disability, or any other legally protected basis. The DPVA will not tolerate any unlawful discrimination and any such conduct is strictly prohibited.