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## Overview

The 2022 Pennsylvania Democratic Coordinated Campaign is seeking a highly motivated, passionate, and talented Voter Protection Director for our statewide program. The Voter Protection Director will be responsible for disseminating high-quality voting information to the public and campaign teams; building and leveraging strategic relationships with elections officials and other stakeholders; recruiting and deploying voter protection volunteers; and triaging voting-related problems through Election Day. The Voter Protection Director will report directly to the Coordinated Campaign Director.

## Key Responsibilities:

- Develop, produce, and disseminate complete, accessible, and accurate voting information
- Recruit, train, manage and serve as a resource for volunteer lawyer poll observers, hotline staffers, boiler room personnel, county liaisons, and other volunteers during Early Vote and Election Day
- Build relationships with election officials, party leadership, campaigns, and other stakeholders
- Support other departments of the Pennsylvania Coordinated Campaign by fielding questions, creating training materials, interfacing with outside counsel, leveraging relationships with elections officials, etc.
- Plan and implement a comprehensive voter protection plan to identify and triage problems with early Vote by Mail and in-person voting
- Select appropriate legal or non-legal tactics to resolve voting problems.

## Skills & Qualifications:

- Ability to collaborate with a diverse group of stakeholders
- Excellent research, written, and oral communication skills; comfort with public presentations
- Impeccable strategic judgment and comfort deploying both legal and non-legal tools; appetite for leveraging in-house communications, digital, data, field, and operations expertise
- Experience with or willingness to learn to manage large groups
- Ability to advance multiple priorities in a fast-paced environment on tight deadlines and to remain calm under pressure
- Excellent project management, time management, and organizational skills
- Proficiency in Microsoft Word, Microsoft Excel, and Google Docs

## Preferred (not required):

- Juris Doctorate strongly preferred
- Prior political organizing or campaign experience, particularly experience in voter protection or field operations
- Local knowledge, including familiarity with Pennsylvania politics and stakeholders
- VAN and LBJ proficiency

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