

Democracy North Carolina

1821 Green Street, Durham, NC 27705 · democracy-nc.org

Voter Protection Coordinator (Temporary, Full-Time)

Organization Overview

Democracy North Carolina combines research, organizing, public education, and advocacy to increase voter participation and government accountability in North Carolina. We seek a government that is truly “of, by and for” the people. Rather than focus on a single issue, we focus on issues related to the political process itself. We believe that developing a vibrant, multi-racial civic culture will expand the participation and leadership of underrepresented voters in the political process-- and in turn lead to policies “instituted solely for the good of the whole,” as promised by the North Carolina Constitution.

Position Overview:

The person in this full time, temporary position (July-November 2018) will support Democracy North Carolina’s portfolio of voter protection activities leading up to the 2018 General Election. The coordinator will support advocacy for strong Early Voting plans, a voter protection hotline, and a poll monitoring program. The position will report to a Voter Protection Policy Manager (another temporary, full-time position) and work closely with the Executive Director, Senior Researcher, organizing, training, and communications staff, coalition partners, and volunteers.

Responsibilities include:

Early Voting Advocacy

- Support the organization’s effort to advocate for expansive Early Voting plans at the county level by conducting outreach to local partner organizations, state and local election officials, and advocates monitoring the activities of local election officials.

Poll Monitoring

- Provide administrative and logistical support for the recruitment, training, and placement of several hundred poll monitors. Serve as key part of the training team.
- Support the distribution of poll monitoring materials to volunteers across the state, assignment of precincts to poll monitors, and return of materials to central drop-off sites across the state.
- Respond in a timely way to questions about our poll monitor program from volunteers and other community stakeholders.

General

- Support the Election Protection hotline during Early Voting, as directed by the Voter Protection Policy Manager.
- Assist with public education and communications tasks related to Voter Protection work, as needed, including social media tasks.
- Work collaboratively with other Democracy NC staff, coalition partners, and contractors to implement the components of our 2018 voter protection program (the advocacy, poll monitoring, and hotline management elements described above).

Qualifications include:

- Some familiarity with or a strong interest in North Carolina elections law and procedures and democracy issues.
- At least 1-2 years experience in advocacy or organizing efforts.
- Strong organizing and project coordination skills, including close attention to detail. Proactive, self-starter.

- Ability to work collaboratively with various stakeholders and manage multiple projects at various stages of completion.
- Clear, direct communications skills (written and verbal). Comfortable speaking on the phone to different kinds of people, including cold-calls.
- Reliable and quick at data entry. Comfortable with learning new technology quickly.
- Strong ability to work collaboratively within a fast-paced team.

Salary: \$15,000-\$16,670 for 5 months

How to Apply: Email cover letter, resume and list of three references to jobs@democracy-nc.org. Enter **Voter Protection Coordinator** and your **Name** in the subject line. **No phone calls please.**

Democracy North Carolina is an equal opportunity employer committed to equity in the workplace. Our organization considers applicants equally of race, color, creed, religion, sex, national origin, disability, marital status, age, gender, gender identity, disability, sexual orientation, or prior record of arrest or conviction. We seek a workplace that reflects and respects the full range of the nation and state's diversity.