

# Democracy North Carolina

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

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## Voter Protection Project Manager (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 be responsible for managing Democracy North Carolina’s portfolio of voter protection activities leading up to the 2018 General Election. Those activities include project management of both a voter protection hotline and a poll monitoring program, and state- and local-level policy advocacy. This is a maternity leave replacement position, and will work closely with the Voter Protection Coordinator (another temporary, full-time role), Executive Director, Senior Researcher, organizing, training, and communications staff, coalition partners, and volunteers. This position is designed for up to one month of overlap with the Research & Policy Director, who typically manages this piece of Democracy NC’s program.

### **Responsibilities include:**

#### *Early Voting Advocacy (July-Aug)*

- Help to coordinate the organization’s effort to advocate for expansive Early Voting plans at the county level, including by monitoring the adoption of Early Voting plans by county Boards of Elections, developing talking points on individual Early Voting plans that can be used by our volunteers, coordinating outreach to our statewide network with Democracy NC’s Communications team, and collaborating with coalition partners.
- Communicate with staff and members of the State Board of Elections & Ethics Enforcement (SBE) and state-level coalition partners regarding any county Early Voting plans placed before that body.
- Respond in a timely way to questions about Early Voting plans from volunteers and other community stakeholders.

#### *Poll Monitoring (Aug-Nov)*

- Manage the recruitment, communication with, and placement of several hundred poll monitors, with the support of the Voter Protection Policy Coordinator, Senior Researcher, and other Democracy NC staff.
- Coordinate with the Training Director to develop the calendar and training curriculum for in-person trainings. Serve as a key part of the poll monitoring training team.
- Manage the creation and distribution of poll monitoring materials to volunteers across the state, assignment of precincts to poll monitors, return of materials to central drop-off sites across the state, and intake of completed materials at Democracy NC office.
- Manage communication and relationships with partner organizations, county Boards of Elections, and the SBE related to poll monitoring.

### *Election Protection Hotline (Aug-Nov)*

- Manage the Election Protection hotline during the 17-day Early Voting period, including by recruiting, training and managing volunteer hotline staffers; personally staffing the hotline as needed; coordinating with national coalition partners to develop training for hotline volunteers and state coalition partners to assist with staffing; ensuring high quality of data collection; and, generally overseeing phone and office set-up during this period.
- Respond in a timely way to questions about voting rules and procedures from voters, volunteers, and other community stakeholders. As needed, contact county Boards of Elections and SBE staff for clarification about rules and procedures.

### *General (Ongoing)*

- Assist with writing and/or updating voter education materials, including online materials, as needed.
- Supervise the work of the Voter Protection Coordinator and, as needed, volunteers.
- 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:**

- Familiarity with North Carolina elections law, or proven ability to quickly become proficient in the basics of North Carolina elections law.
- At least 3-5 years experience in advocacy or policy reform efforts.
- Strong organizing and project coordination skills, including close attention to detail. Proactive, self-starting project manager.
- Ability to work collaboratively with various stakeholders and manage multiple projects at various stages of completion.
- Clear, direct communications skills (written and verbal). Presentation skills. Strong ability to work collaboratively within a fast-paced team.

**Salary: \$18,750-\$21,000 for 5 months**

**How to Apply:** Email cover letter, resume and list of three references to [jobs@democracy-nc.org](mailto:jobs@democracy-nc.org). Enter **Voter Protection Project Manager** 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.