



1821 Green Street, Durham, NC 27705

Voter Protection Coordinator **(Full-Time, Temporary: December 2019 to November 2020)**

Organization Overview

Democracy North Carolina (Democracy NC) is a nonpartisan organization that uses organizing, advocacy, and research to protect the right to vote, reduce the influence of big money in politics, and advance fair representation in our state. Its model seeks to build a multi-racial, multi-class civic culture, driven especially by the participation of North Carolinians historically underrepresented in the political process, especially people of color. It also works to achieve specific structural reforms that increase access to the political process. For 25 years, this 501(c)3 nonprofit organization (and its predecessor, Democracy South) has taken on powerful institutions and political leaders, regardless of party, and promoted reforms that expand public involvement in civic life. Democracy NC is a preeminent voting rights organization in its state and region and works closely and in coalition with reform-minded local, state, and national partners.

Position Overview:

The person in this full time, one-year position (December 1, 2019-November 30, 2020) will support Democracy North Carolina's portfolio of voter protection activities leading up to the March 2020 Primary and the November 2020 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 Project Manager (another full-time, one-year position) and work closely with the Executive Director, Advocacy Director, Senior Researcher, organizing, training, and communications staff, coalition partners, and volunteers.

The Voter Protection Coordinator is based in Democracy NC's Durham office.

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 of 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: \$42,000-\$48,000 for 12 months, depending on experience. Full benefits including paid time off, medical, dental, vision, life, and AD&D insurance and a retirement plan.

How to Apply: Email cover letter, resume and list of three references to jobs@democracync.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.