

Voter Registration Quality Control/Data Analyst Coordinator

Reports to: Director of Civic Engagement



PennFuture, is seeking a temporary, full-time Quality Control/Data Entry Coordinator to help lead a non-partisan voter registration program. This position will help develop a voting rights and democracy agenda and drive a mission that expands access to the political process. This position is primarily responsible for data entry, quality control and maintaining records for the voter registration program. The position is temporary through November 20, 2020.

ABOUT PENNFUTURE:

PennFuture is leading the transition to a clean energy economy in Pennsylvania and beyond. We are protecting our air, water, and land, and empowering all Pennsylvanians to build sustainable communities for future generations.

Registering to vote is the first step in that empowerment, which is why our new Civic Engagement program seeks to register tens of thousands of new voters in 2020. In particular, we plan to register new voters in communities of color.

Communities of color are disproportionately impacted by climate change and pollution, which is not an accident. Racial justice and equity are inextricably linked to protecting our environment. Too often, environmental organizations just move pollution from one person's backyard to another's. To win this fight, we need to keep the chemicals and pollutants that cause asthma, cancer, and climate change out of Pennsylvania entirely.

The key to helping these communities fight for environmental justice is to maximize their power in our democracy, and that starts with registering to vote. We intend to work in communities across Pennsylvania that to bring new resources into these communities and to build an ongoing relationship.

JOB RESPONSIBILITIES:

The ideal candidate will be a creative, motivated leader with an organizing background who is goal driven and detail oriented.

The Quality Control/Data Entry Coordinator reports to PennFuture's Director of Civic Engagement. This position, alongside a team of tenacious colleagues, will advocate for voting rights, and build and amplify the voices of communities of color and other key constituencies who are disproportionately impacted by environmental issues.

The position responsibilities include:

- Establish regular check-ins with each manager and provide constructive feedback and support when issues occur.
- Review data processing. Review flagged forms after managers' visual inspections for accuracy and keep accurate records of delivery. Raise up concerns or issues to the Director of Civic Engagement.
- Review daily quality control system entries and uploads. Review uploaded voter registration forms in our quality control software daily. Time management will be essential in this role given strict reporting deadlines.
- Maintain high caliber data collection. Our systems ensure that our voter registration drive is accurately registering voters and maintaining the highest standards of integrity, form completion, and data quality. Any cause for concern (including repeat mistakes by organizers) is investigated and documented, and all records are properly uploaded into our quality control software and stored securely.
- Coordinate workflow of downloads and spreadsheets. When data collection gets busy, knowledge of how to prioritize tasks to make sure everything gets done. The position involves working closely with organizers to ensure timely transfer of information.
- Provide regular feedback to Director of Civic Engagement and Area Directors. Stay in constant contact with Area Directors about quality to ensure the highest standard possible. Provide training on best practices throughout the program, especially for new hires.

QUALIFICATIONS AND EXPERIENCE:

We are looking for an **experienced campaigner** who is **results-focused, has outstanding interpersonal communication skills** and is **organized & meticulous**.

- Exceptional leadership, supervision, management, and coaching skills;
- Professionalism to act as a representative of PennFuture in myriad situations and circumstances;
- Willingness to take directives and implement a complex program plan;
- A demonstrated ability to maintain grace under pressure, handling multiple tasks at once, and setting and achieving goals in a fast-paced, ever-changing, high-performance environment;
- Reliable, consistent, detail-oriented and self-motivated;
- Shares our commitment to increasing racial diversity in our movement and organization, integrating justice and equity into the work we do and ensuring an inclusive organizational culture; and
- A complex understanding of priorities in communities of color, cultures, and potential for effective civic engagement.

- Must have valid driver's license.

OTHER INFORMATION AND NEXT STEPS:

This position requires the ability to work evenings, weekends, nontraditional hours, and the ability to travel throughout the county. This is a temporary, full-time position through November 20th, 2020.

Salary and benefits: Salary is \$1875 bi-weekly before taxes. Strong benefits package, including health and dental coverage, cell phone stipend, and paid time off.

Spanish/English bilingual is a skill we value, but it is not a requirement.

To Apply: Send a cover letter explaining how your skills are applicable to this position and resume to Emily Gale at gale@pennfuture.org with "Quality Control/Data Entry Coordinator" in the subject line. Please no phone calls.

PennFuture is an Equal Opportunity Employer committed to creating a racially just, equitable, and inclusive workplace. We encourage applications from individuals underrepresented in the environmental community, including people of color, and persons with non-traditional work and educational experience. All who believe they meet the stated qualifications are invited to apply.