

# Voter Registration Area Director

Reports to: Director of Civic Engagement



**PennFuture, is seeking a temporary, full-time Area Director to help lead a non-partisan voter registration program for Lehigh, Northampton, York, and Lancaster counties. This involves hiring, training and developing staff, as well as managing day-to-day activities necessary to successfully accomplish program goals. 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 thousands of new voters in 2020. 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.

During this time of Covid-19 and how it has affected all counties in PA, we will be shifting our focus on mostly a virtual campaign.

Please note: There will be times when the Area Director will be expected to participate in phone banks and texting banks.

The Area Director 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:

- Quickly learn several different computer programs, through virtual trainings.
- Develop and sustain relationships with organizations, prominent community members and influencers.
- Directly oversee the voter registration and vote by mail efforts by eventually building a team of canvassers, recruiting from within the local community, training staff, and holding staff accountable for voter registration goals.
- Provide reports to the Director of Civic Engagement to ensure the Northampton, Lehigh, York and Lancaster counties are meeting registration goals, including reviewing data nightly to monitor progress and flag potential problems.
- Ensure the program is executed with the highest standards of accuracy and professionalism and all applicable laws are followed, including conducting on-site compliance reviews.
- Text/Phone Calls 3-4 times per week to train staff and meet personal voter registration goals.
- Handle the budget for your area, with the help of Ground Game. Process staff payroll. Maintain records.
- Work closely with the Director of Civic Engagement and other staff to set and accomplish program goals.

#### **QUALIFICATIONS AND EXPERIENCE:**

We are looking for candidates with all levels of experience. We will provide classroom and ongoing training so the Voter Registration Director will know everything to do the job including how to run a staff recruitment campaign, to how to manage and develop leaders in your office, to how to manage and execute a successful voter registration drive.

You are detail oriented and able to organize and manage many moving pieces in a dynamic and fluid office. Successful candidates will also bring all or most of the following skills to the position:

- Excellent verbal and written communications skills;
- Strong leadership and interpersonal abilities;
- Demonstrated recruiting skills;
- Proven problem-solving and organizational skills;
- Team orientation and focus on results;
- Outstanding work ethic and an entrepreneurial mindset.
- You are committed to voter access and voter registration.
- Are comfortable working with people of all political ideologies and share our commitment to increasing racial and socio-economic diversity in the conservation movement.

- You value learning, are curious, and like to seek out new ideas and opportunities for personal growth and improvement.
- Previous phone banking, text banking, and canvassing experience is a plus and may qualify you for additional leadership positions.
- Must be flexible, as plans continuously change.
- 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 state focusing on the four counties. This is a temporary, full-time position through November 20, 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](mailto:gale@pennfuture.org) with "Voter Registration Area Director – Lehigh, Northampton, York, Lancaster" 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.