

## Civic Engagement and Voter Protection Director

One of the tenets of the North Carolina Democratic Party is to ensure that elections are free and fair and equitable. To that end, to support Democrats up and down the ballot, the NCDP will be hiring a Voter Protection Director who will recruit and train volunteer attorneys to monitor precincts on Election Day, answer hotline calls, and respond to election related problems.

The Voter Protection Director will be responsible for building and sustaining the political and strategic relationships with the appropriate county election officials, the North Carolina State Board of Elections, key voter protection volunteers, and will be a resource for legal, legislative and strategic action against efforts aimed at disenfranchising voters.

### Description of Duties

- Recruiting and training county liaisons, poll observers, and other volunteers during Early Vote and on Election Day;
- Building and delivering training programs to volunteers;
- Setting up and directing the strategic, technical and operational needs of a Voter Protection boiler room and hotline during Early Vote and on Election Day;
- Maintaining a current knowledge of Voter Protection related issues, as well as a current knowledge of Party activities and goals.

### Required Qualifications

- Juris Doctorate;
- Political organizing and/or campaign experience;
- Excellent project management, time management, and organizational skills;
- Proficient in VAN, LBJ, Microsoft Word, Excel, Google Docs and Dropbox;
- Ability to manage multiple priorities in a fast-paced environment while maintaining accuracy;
- Responsive and positive team player who enjoys versatility and constant new challenges
- Excellent oral communication and public presentation skills; and
- A strong commitment to advancing the Democratic agenda, strengthening the Democratic Party, and winning elections.

## Preferred Qualifications

- Experience running a Voter Protection Program;
- Experience as a poll watcher, trainer or liaison to a Voter Protection Program; and
- Prior professional experience working with and managing volunteers.

This is a full-time, term-limited position that runs through November 2020. The position is based in Raleigh, NC.

The position will remain open until filled. Applications will be reviewed as they are received.

Salary is commensurate with experience.

**To apply please send a cover letter** (which should 1) showcase your interest in this position and 2) highlight your unique skill sets and qualifications), **resume, writing sample (your discretion) and salary history to [jobs@ncdemocraticparty.org](mailto:jobs@ncdemocraticparty.org). Please only list the words “Civic Engagement and Voter Protection Application” in the subject line. Applications improperly submitted will not be accepted.**

The North Carolina Democratic Party is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran’s status, sexual orientation, gender identify or gender expression.