NCDEMOCRATS

Voter Access Fellow (Part-Time)
North Carolina Coordinated Campaign — Voter Access Program

About the Opportunity

The North Carolina Democratic Party's Voter Access team works to ensure that eligible voters can access the ballot and have their votes counted. The Voter Access Fellow is a part-time, experiential fellowship designed for students and recent graduates who want to build practical skills in voter access and election administration support through structured training, mentorship, and supervised project work as part of a statewide, data-driven program.

Fellows will be paired with a Voter Access staff mentor and will gain exposure to multiple core program areas—such as voter education, volunteer communications and training, hotline/boiler room support, poll observation, ballot cure preparation, and post-election documentation/after-action learning. Rather than serving only as general support, Fellows will take ownership of clearly scoped deliverables (e.g., drafting and testing voter-facing guidance, building volunteer toolkits, supporting training logistics, maintaining trackers and resource hubs) and will receive regular feedback and coaching to support professional growth and learning throughout the cycle.

Position Details

- Hours: 10–15 hours per week (flexible scheduling around classes; some evenings/weekends may be requested during peak election periods with advance notice).
- Classification: Part-time, temporary, non-exempt, stipend.
- Location: Raleigh, NC (hybrid/remote work possible within North Carolina; occasional in-person meetings/trainings as needed).
- Reports to: Voter Access Director or a Deputy Voter Access Director (depending on program area assignment).
- Stipend: $600/month
- Eligibility note (if applicable): Must be able to meet NCDP employment eligibility requirements, which may include being a registered Democrat.
- The final date will be 5/1/26

Potential Core Responsibilities (Based on program needs and fellow interests)

1) Voter Education & Volunteer Communications Support
- Draft, edit, and format voter-facing guidance (FAQs, one-pagers, short scripts) in plain, non-deterring language, including "what to do if…" troubleshooting steps.
- Create and maintain volunteer-facing quick-reference materials for hotline volunteers, canvassers, and county partners (talking points, escalation instructions, and reminders).
- Support distribution of volunteer communications (email/SMS/Slack) with an emphasis on clarity, accessibility (disability access and language access), and version control (ensuring partners use the most current graphics and guidance).
- Help maintain a "single source of truth" resource hub (e.g., Google Drive) for the Voter Access team, including naming conventions and update logs.

2) Data, Tools, and Operations Support (NGP VAN / volunteer tracking)
- Build and QA lists in NGP VAN (e.g., pull targeted universes using survey responses/activist codes; save and share lists with relevant staff).
- Support volunteer pipeline tracking (sign-up → training → shift selection → assignment → Election Day follow-through) and help ensure data integrity across tools.
- Support reporting and simple analysis: weekly counts, county-by-county snapshots, and progress against goals using spreadsheets and/or VAN list counts.
- Coordinate logistics for volunteer trainings and events (Zoom links, reminders, attendance tracking, follow-up materials).

3) Hotline / Boiler Room Support (as needed, especially during early voting and Election Day)
- Support issue intake and documentation using established trackers and escalation protocols (log issues clearly; route urgent items to the appropriate lead).
- Assist with rapid verification and drafting of internal guidance (summarize what is known, what needs confirmation, and recommended next steps) using approved sources and templates.

- Monitor shared channels during peak periods and help staff respond to routine questions using approved scripts and resources; escalate when appropriate.

4) Partner Support and Administrative Coordination
- Support county parties and partner organizations by ensuring they have up-to-date voter education materials and clear points of contact for questions/escalations.
- Help track and triage inbound requests from stakeholders (county chairs, organizers, partner groups) and ensure timely follow-up or escalation to the right program lead.
- Support scheduling and meeting logistics; take notes when helpful and track action items to completion.

Required Skills, Abilities, and Experience
- Current student or recent graduate (undergraduate or graduate). Equivalent experience will be considered.
- Strong writing and editing skills, including the ability to translate complex information into clear, practical guidance for voters and volunteers.
- Excellent organization and time management; ability to meet deadlines with limited weekly hours and communicate proactively about capacity.
- High attention to detail and comfort with structured work (checklists, version control, naming conventions, QA).
- Professional, respectful communication and good judgment handling sensitive or confidential information.
- Comfort learning and using common tools (Google Workspace, Slack). Experience with NGP VAN or similar databases is helpful but not required.

Preferred Qualifications
- Prior volunteer or work experience in voter protection, civic engagement, organizing, campaigns, advocacy, or community-based work.
- Interest in election administration, voting rights, and voter-centered problem solving.
- Experience supporting volunteers (recruitment, training, comms, retention) or building simple operational systems.

Learning & Mentorship
The Voter Access Fellow will receive onboarding and ongoing coaching from Voter Access staff, including exposure to voter education, volunteer

management, election administration workflows, and rapid-response operations during peak election periods. The team will provide clear tasking, feedback, and context so the Fellow can build skills over the course of the cycle.

Application
To apply, please submit:
- Resume
- Optional: writing sample (1–2 pages) or a short voter-facing explainer you have created

To apply, please use this form: HERE. Applications will be accepted on a rolling basis.

Equal Opportunity Employer
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 basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity, or gender expression.