



Voter Access Legal 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 staff (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 before August 31, 2026, depending on the Fellow's schedule.

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



1) Voter Education, Legal Research & Guidance Review

- Conduct research on North Carolina election law, State Board guidance, county procedures, and administrative changes to support updates to voter-facing and volunteer-facing guidance.
- Draft and revise FAQs, one-pagers, scripts, and troubleshooting materials in clear, non-detering language, while maintaining source notes and version history for staff review.
- Prepare short internal research memos on recurring questions or fact patterns, identifying what is known, what remains unclear, and what should be escalated to senior staff or counsel.
- Review materials for legal accuracy, internal consistency, accessibility, and alignment with approved guidance before distribution.

2) Election Administration Monitoring, Research & Analysis Support

- Monitor county BOE agendas, minutes, meetings, and rule or procedure changes; summarize implications for voters and for campaign planning.
- Support research and documentation for EV sites/hours advocacy, including historic site analysis, county decision timelines, and preparation of briefing materials.
- Maintain trackers on county decision points, outreach, follow-up, and outstanding issues that may require advocacy or escalation.
- Synthesize meeting notes, county documents, and volunteer debriefs into concise internal summaries and recommendations.

3) Stakeholder, Advocacy & County Meeting Support

- Support coordination with county parties, community partners, campus stakeholders, and advocacy partners by preparing briefing notes, follow-up memos, and meeting summaries.
- Attend assigned county BOE meetings or review recordings/materials, take structured notes, and flag procedural or policy changes that may affect voters.
- Help draft talking points, background memos, and advocacy packets for meetings, outreach, or partner coordination.
- Track inbound questions or requests that raise policy or legal issues and route them to the correct staff lead.

Required Skills, Abilities, and Experience

- Current law student or recent graduate.



- Strong research, writing, and editing skills, including the ability to review statutes, regulations, agency guidance, county board materials, meeting notes, and incident reports and synthesize them into clear internal memos, volunteer guidance, and voter-facing materials.
- Demonstrated interest in election law, voting rights, election administration, civil rights, administrative law, public-interest advocacy, or related work.
- Ability to identify legal or procedural questions, distinguish between settled guidance and open questions, and avoid speculation when facts or guidance are incomplete; comfort elevating issues through established review and escalation channels.
- Excellent organization and time management; ability to manage multiple deadlines within limited weekly hours and communicate proactively about capacity.
- Strong attention to detail and comfort with structured work, including source tracking, documentation, version control, quality assurance, and maintaining accurate trackers, research files, and issue logs.
- Professional, respectful communication and sound judgment when handling sensitive voter information, incident reports, and internal strategy.
- Ability to translate complex procedural information into clear, practical, non-detering language for voters, volunteers, and partners.
- Comfort working collaboratively with campaign staff, volunteers, county stakeholders, and designated counsel in a supervised, high-accountability environment. Fellows do not provide independent legal advice.

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.