NC Child
The Voice for North Carolina's Children

Job Description

Voter Engagement Specialist

NC Child is seeking an experienced and motivated advocate to lead our voter engagement project in 2020. The Voter Engagement Specialist will play a lead role in planning, preparing, and carrying out nonpartisan voter engagement activities that meet all legal and ethical standards for 501(c)3 nonprofit organizations. This is a part-time, contract position beginning March 1, 2020 and ending on November 14, 2020.

We strongly believe that in order to achieve better policies for children and families we must have an engaged and educated electorate. The NC Child voter engagement project will be carried out in partnership with local organizations in central and eastern NC who are part of our growing Child Advocacy Network. Project sites will include Wilmington, Goldsboro, Raleigh, and other locations. This project is based on a model created by Nonprofit VOTE, working through trusted service provider agencies in local communities in order to increase voter participation.

Data shows that citizens are more likely to vote when they receive information from trusted resources like social service agencies. This project will engage local agencies, their clients and members, through non-partisan voter engagement activities. NC Child will provide ten to twelve "mini-grants" for participating service providers in select areas. NC Child, along with allied organizations, will provide the training, technical assistance, and materials needed to support local agencies participating in the project.

Deadline to Apply: February 28, 2020
Don't delay! Interviews will be conducted on a rolling basis as applications are received. To apply, please review the Job Description in full, then follow the directions at the bottom of this page.

About NC Child
NC Child works to build a strong North Carolina by advancing public policies to ensure that all children—regardless of race, ethnicity, or place of birth—have the opportunity to achieve their full potential. NC Child is a 501(c)(3) nonprofit organization based in Raleigh, NC. NC Child is an equal opportunity employer. We encourage women and people of color to apply for this position.

Position Description: The Voter Engagement Specialist will collaborate with NC Child's Public Engagement team, and with non-profit agencies across the state who serve children and families. They will help child advocates carry out effective non-partisan activities to increase voting among their members and clients. They will provide the

	training, technical assistance, and materials needed to support local agencies participating in the project.
Position Type:	Part-time Contract Position / Time-Limited (March 1 - November 14, 2020)
Contract Amount:	$36,000 ($40/hour, 25 hours/week, for 36 weeks)
Reports to:	Public Engagement Director

Responsibilities

- **Oversee the mini-grant program.** The Voter Engagement Specialist will promote the mini-grants to qualified agencies, support them in submitting applications, and work together with NC Child's Public Engagement Team to select grant recipients. The Voter Engagement Specialist will also ensure that mini-grant recipients complete all reporting requirements;
- **Lead voter engagement trainings** on how nonprofit agencies can safely and effectively promote non-partisan voter engagement, both through webinars and in-person trainings. Trainings will be designed for NC Child Advocacy Network member organizations and other non-profit agencies in NC;
- **Support mini-grant recipients** to plan and carry out their voter education and mobilization work; and
- **Help create and distribute voter education materials** to mini-grant recipients and members of our NC Child Advocacy Network. This will include both printed and online materials.

Qualifications

Ideal candidates will have:

- Paid and/or volunteer experience with non-partisan voter engagement methods;
- A strong commitment to race equity;
- Ability to build strong relationships quickly and to work collaboratively with a range of organizations and local leaders;
- Ability to think creatively and collaboratively in order to achieve project goals;
- Strong ability to multi-task and manage a broad range of activities;
- Strong written and oral communication skills.

Additional Skills & Experience
NC Child will also consider the following skills and/or experience when evaluating candidates, but they are not required:

- Experience developing/adapting and implementing training curriculums and leading trainings;
- Familiarity with diverse communities and service providers across North Carolina;

- Knowledge of nonpartisan voter engagement specifics including understanding nonprofit "do's and don'ts"; effective voter registration and voter pledge collection; and creating a good follow-up program with clients and other community members;
- Experience organizing local events and forums;
- Working knowledge of North Carolina election rules.

Position Requirements

The Voter Engagement Specialist must be able to travel to NC Child's Raleigh office regularly and easily. S/he must also be willing and able to travel regularly within North Carolina, including to project sites in Goldsboro and Wilmington. The contractor will have use of office space at NC Child's office in Raleigh, including access to copier, printer, and other office supplies and resources. However they may be able to work frequently from home or another remote location with the explicit approval of their supervisor. Hours are flexible and will be discussed with the supervising staff member. The contractor shall use their own computer and phone, and will share all relevant project documents with NC Child. The contractor will be reimbursed for all mileage traveled to project sites at the standard IRS rate of $0.575 / mile.

How to Apply

1. After reviewing the full job description, please complete the application form at https://www.ncchild.org/job-voter/
2. Then please email your Cover Letter, Resume, and a list of 3 professional references to admin@ncchild.org. **Please use the subject line VOTER ENGAGEMENT SPECIALIST in your email.**
3. The Cover Letter, Resume and List of References should be attached as a .doc, .docx, or .pdf file. Incomplete applications will not be considered.
4. **Deadline to Apply: February 28, 2020.**
   Don't delay! Interviews will conducted on a rolling basis as applications are received.