



Northeast Ohio Voter Advocates, Lead Organizer Job Description, 02-21-22

Organizational Information: Northeast Ohio Voter Advocates (NOVA) is a 12-year-old non-partisan, non-profit organization that is committed to increasing voter turnout in Cleveland's underserved neighborhoods and wards via leadership and strategic partnerships with community organizations. NOVA is unique in that it measures its voting impact via turnout and related research. We value applicants who share our passion for voting, have had direct experience in training and organizing volunteers, have helped with analyzing and reconciling data, and have used social media strategically. NOVA is proud to have made voting easier for tens of thousands of community members in the last decade. The ideal candidate must work with a wide range of multicultural, racially diverse colleagues in grassroots organizations including government and community programs in health, hunger, housing, job training, and educational organizations as well as incarceration. We value applicants with experience in projects that have improved lower-income communities in specific, concrete ways. Personal relationships with community organizations and leadership in Cleveland's underserved neighborhoods are valued.

Lead Organizer Responsibilities:

- Recruit and train NOVA volunteers in-person and via Zoom for Voter Registration (VR), Vote-by-Mail (VBM) and Get-Out-the-Vote (GOTV) efforts.
- Maintain NOVA's website for volunteer scheduling for specific times and locations.
- Oversee preparation of volunteer materials and bags.
- Help identify and develop community partnerships. Assist with training other organizations' staff to register their own clients and work with NOVA on increasing turnout, especially in lower-income wards.
- Conduct outreach (voter registration, vote-by-mail) in the community when needed.
- Manage NOVA's GOTV program including text messaging and phone banking.
- Maintain NOVA's volunteer database.
- Regularly update NOVA President on status of various responsibilities, requests, and related community activities. Help recruit community members to various committees.
- Promote NOVA's turnout and voting research with NOVA partners and with additional organizations such as Ohio Voice, Cleveland Votes, Greater Cleveland Foodbank, and other civic and neighborhood groups.
- Work with key volunteers to create and test specific civic engagement and voting messages in-person and on social media. An example would be to link voting to key neighborhood issues including safety, housing, income, healthcare, and education.

- Proficiency with Microsoft Office Suite (Word, Excel, Powerpoint), Google Suite, Zoom, social media, and additional digital communication programs as needed. Northeast Ohio Voter Advocates, Lead

Organizer Job Description, 02-21-22 Qualifications:

- Bachelor's degree with two years of commensurate experience above or no degree and 3 years of commensurate experience above. Preferred: Master's degree and 3 years of experience.
- Excellent prioritization, time management, and attention to detail to meet daily challenges, especially near election time.
- Exceptional verbal and written skills to support training and organizational priorities.
- Ability to perform multiple tasks, meet deadlines, and adapt to changing circumstances with flexible hours, including weekends.
- At least 2 years of organizational experience is preferred with a non-profit, advocacy, or civic organization serving lower income citizens.
- Preferred: Familiarity with customer relationship management or using databases.
- Preferred: Familiarity with creating and sending newsletters.
- Preferred: Candidates who proficiently speak and write in English and Spanish.

Reporting Relationships:

- The lead organizer will report to the NOVA president and key leaders on the NOVA board with a summary report of activities, including metrics, on a regular basis.
- The lead organizer will work with NOVA leadership to implement additional plans as needed to address issues that spontaneously arise. For example, the Covid-19 pandemic.

Position Location and Timing:

- This position will primarily be remote since NOVA does not have an office. Various community locations in Cleveland and adjacent suburbs have been used for meetings, training, and other purposes.
- This is a full-time, 40 hours a week, position. Days worked are usually Monday to Friday. In the months prior to elections, Saturday and evening hours may be expected too.

Application Timeframe:

- The position is open from Tuesday, February 22, to Friday, March 11, 2022. Priority is given to those who apply sooner. Funding support is projected to last until March, 2024.

Payment:

- The salary range for the position is \$40,000 to \$45,000, depending on qualifications. Benefits are to be negotiated and a two week paid vacation is included. Mileage between sites will be reimbursed. Employees are paid twice a month.

How to Apply:

- Please submit a cover letter, resume, and three contacts for references to NOVA President, Fouad Yared Fouad228@gmail.com