NOVA Data Operations Coordinator

The NOVA Data Operations Coordinator will initially be responsible for working with the Lead Data Operations Volunteer to develop form processing methods for scanning, redacting and loading into the Blocks system all of the VR forms, as well scanning and saving all VR and VBM forms so that they can be used to enter the data needed for GOTV and Research. The Coordinator will attend Blocks online webinars. The Coordinator will perform all of the form processing while the volume of incoming forms is low but will eventually begin to train and supervise volunteers to assist with this task. The Coordinator will also pick up forms from the drop-off locations and deliver them to the Board of Elections. This is a 20 hour per week position.

The Coordinator will supervise the data operations volunteers as follows:

- Oversee the data collection, processing and data entry functions of NOVA's voter registration and GOTV activities. This will include recruiting, scheduling, assigning tasks, supervising, and monitoring the work product of the data collection, processing and data entry volunteers.

- Collaborate with other local agencies to provide NOVA data processing and data entry for registrations collected by other agencies.

- Interact with Ohio Voice and any other funders who require documentation of NOVA registration efforts. Assure that scans, reports, etc. are provided in the appropriate format.

- Interact with the NOVA Research and GOTV teams to assure that the data processing and data entry methods meet the needs of NOVA's research and GOTV efforts, and to make changes as they arise.

- As needed, assist with data processing and data entry.

The Data Operations Coordinator will oversee and work with the Lead Data Operations Volunteer and task-specific volunteers to assure that the following tasks are completed in a timely manner:

1. **Data Collection and Processing** *(Ongoing - Starts September 2019 for Primary Election)*
- **RUNNER** Pick up completed forms and deliver to headquarters. After forms have been processed, deliver to Board of Elections
- **FORM PROCESSING** – Prepare packets in accordance with Blocks procedures and also for NOVA data entry. Prepare cover page for each set of forms (if not done by person doing registrations). Check forms for accuracy and completion (quality control). Count total number of registrations

(VR) and vote by mail (VBM). Sort forms alphabetically and by type. Scan sorted forms into PDF file. Upload PDF file to a shared folder in the "cloud", using Box. Enter information about each set of forms into master spreadsheet (date, location, name of pdf file, # VR and VBM, etc.).

- **VOTER FOLLOW-UP** – Contact voters to resolve missing info. on forms.
- **VOLUNTEER FOLLOW-UP** – Document errors by volunteers so Coordinator can follow-up.

2. **VR and VBM Data Entry** *(Ongoing - Starts September 2019 for Primary Election)*
- **DATA ENTRY** - Using the PDF file of scanned forms (accessed via the internet), enter the data using Google Forms.
- **R PROGRAMMING** - Match each batch of NOVA data with BOE data - Use a statistical software package called R to run a program which matches the NOVA data with the Board of Elections file of registered voters. This creates an excel file which has all of the "good" matches as well as some "questionable" matches.
- **REVIEW MATCHES** - Using the excel file with "questionable" matches, and the Board of Elections data (BOE), try to find matches by hand, looking up the person's name, address, and DOB in both files. If matches are found, copy and paste the BOE entry into the excel file of matches, and enter a code into the result column.
- **VOTER FOLLOW-UP** – Contact voters whose address on VBM didn't match address in BOE data, and those with other issues.

3**. GOTV Data Entry** *(Following the Primary and General Election)*
- **DATA ENTRY** - Using printed call sheets, enter the results of the phone banks.

The coordinator will work out of the NOVA office. The Data Operations Coordinator position requires good planning, self-management, collaboration, communication and relationship building skills. This person will primarily interface with the Research Lead, and will report to the NOVA Board President.

Submit your resume to Lisa Gaynier lpgaynier@nova-ohio.org