

**Position: Program Coordinator - Washington, DC or remote**

**Reports to: Deputy Director of Mail Programs**

**Organization Description:** The Voter Participation Center (VPC) is the nation's largest non-partisan, non-profit organization dedicated to registering and mobilizing voters from the New American Majority (NAM) – people of color, unmarried women and young people – who make up the majority of the potential electorate but have been historically underrepresented in political participation and power. Using direct mail, digital and social media outreach, guided by rigorous data science and experimentation, and working closely with a multitude of partner organizations, VPC connects with millions of voters each year, building the foundation for a more representative democracy.

Over 18 years VPC has helped more than 5.7 million people register to vote. In 2020, as COVID-19 shut down most forms of in-person voter contact, VPC helped more than 4.6 million people apply to vote by mail & cast ballots, registered more than 1.6 million people, and assisted millions of voters in voting early and safely to reduce pressures on polling places on Election Day.

VPC programs are flexible, nimble and scalable. VPC is driven by a commitment to constant research, testing, experimentation and evaluation, and thus offers many of the most cost effective, proven, high-impact programs in the civic engagement field.

The Center for Voter Information (CVI) is VPC's partner organization, and is a separate but affiliated 501(c)4 non-profit that works to engage both the NAM as well as members of the broader electorate who share their values.

**Position Overview:** The Program Coordinator will play a pivotal role in implementing the Voter Participation Center and Center for Voter Information's large-scale Voter Registration, Vote-by-Mail and Get Out the Vote programs. This position will assist in the development, production and execution of mail programs. This position will also be responsible for tracking and updating our website based on political developments both nationally and in key states.

### **Primary Responsibilities**

Responsibilities Include, but are not limited to:

- Assist in the production of voter registration and mobilization mail programs
- Perform quality control checks during the creative proofing process
- Oversee the maintenance of program infrastructure in key states
- Field and log inquiries about VPC/CVI programs
- Track political activity nationally and in key states, including candidate, IE, and organizational initiatives as well as public polling
- Manage VPC/CVI's elections calendar
- Assist in preparing reports on VPC/CVI programming
- Update state-specific voting information on VPC's website
- Other general support for program team activities

- Interface with VPC/CVI's legal team

**Skills and Qualifications:**

The ideal candidate will have:

- Experience on political campaigns, in community organizing, or in election administration
- Familiarity with current political landscape and interest in voting rights, and election law
- Close attention to detail
- Capability to be an organized, detail oriented, multitasker
- Ability to be a positive, collaborative team player
- Comfortability working in a high stakes, dynamic environment
- Basic Excel and Microsoft Office abilities

Nice-To-Haves:

- Experience responding to direct questions from the general public

The salary range for this position is \$50,000-\$55,000. This is a full-time position. VPC and CVI offer an excellent benefits package, including 100% coverage of healthcare premiums.

To apply, please submit a resume, cover letter, and three references. Interested Candidates can [APPLY HERE](#). The cover letter should be concise, compelling, and include why you would like to work for VPC-CVI. Applications will be considered on a rolling basis until a successful candidate is identified.

**Candidates are strongly encouraged to apply by May 13, 2022 for early consideration.** References are not contacted until you are notified.

**VPC-CVI is an Equal Opportunity Employer and welcomes people from all backgrounds, experiences, abilities, and perspectives to apply. We strongly value the leadership of people of color, LGBTQ individuals, and other traditionally marginalized communities, and encourage candidates from these communities to apply.**

**We strive to create and maintain a working environment that is inclusive, equitable and welcoming. At VPC-CVI, diversity, equity, and inclusion are directly aligned with the fundamental belief that people are inherently capable but often lack opportunity. We know that a diverse workforce allows us to see problems in more nuanced ways, creating the thought leadership needed to fulfill our mission and reach our goals.**