



## Washington State Democrats Coordinated Campaign Job Description – Voter Protection Director

**Position: Voter Protection Director**

**Location: Seattle, WA**

The Voter Protection Director will build an innovative, data-driven statewide voter protection plan. A strong voter protection program has become increasingly important with the rise in Republican attacks, both nationally and locally on our fundamental right to vote and our voting systems. This includes overseeing and recruiting Voter Protection volunteers; planning for and overseeing the election observer program; planning for and overseeing the voter protection ballot curing program; educating staff, volunteers, and voters; communicating with local election administrators; building relationships with county party leadership; recruiting and training volunteer attorneys, and meeting all requirements to credential attorney volunteers for the election window.

The ideal candidate is an excellent communicator who thrives under pressure and is willing to do what is necessary to get the job done. The person ideally has legal experience, particularly as it pertains to election law, and also a deep understanding of field organizing.

The person in this position will be expected to work irregular hours, including nights and weekends, and must have access to a laptop, reliable car transportation, and reliable, consistent, strong internet. The Voter Protection Director will report to the Coordinated Campaign Director and work with the entire Coordinated Campaign team. The salary for this position is \$79,993/year with comprehensive health care, vision and dental coverage, mileage stipend, and phone stipend. The position is part of a union collective bargaining agreement and is a full-time position that will run through December of 2022, with an anticipated start date of August 1st. Proof of full vaccination is required. This role will be based in-person in Seattle, Washington, and the ability to work remotely will not be available.

**This position will:**

- Directly manage, coach, and train a team of protection volunteers in Washington State.
- Implement and execute a robust voter protection plan, and ballot curing program.
- In cooperation with the Data Director, utilize rigorous standards for data collection and use within the NGP/VAN and LBJ platform.
- Promote leadership at every level of the campaign, with an eye towards building sustainable and permanent grassroots activism.
- Help create a professional staff culture that is upbeat and empowering, with a mind towards greater inclusion, a customer-service attitude, and willingness to solve problems creatively.
- Grow our network of legal volunteers through various tactics, including 1:1 meetings, phone calls, and texting.
- Develop and maintain strong, trusting relationships with local party leaders and activist groups.

- Consistently meet deadlines and communicate with the Coordinated Campaign Director and leadership team when challenges arise that will prevent you and/or your team from meeting your goals.
- A commitment to creatively solving challenges that will occur with goals, strategies, and tactics.

### Minimum Experience & Skills

- 2+ cycles experience on statewide or competitive electoral campaigns with demonstrated experience of voter protection issues.
- Expertise with NGP/VAN platform.
- Have experience managing large-scale projects.
- Be resourceful and able to solve problems on one's own.
- Excellent, research, data and analytical skills.
- Excellent written and verbal communication skills including the ability to communicate clearly and proactively both internally and with external partners and vendors.
- Excellent internal communication skills including the ability to manage up.
- Must have knowledge of Washington State elections and election laws.
- Has a background in promoting equity and inclusion within a staff team.
- A passion for ensuring everyone has the chance to vote, social justice, and a commitment to Democratic Party values.
- A friendly and professional member-first demeanor.
- Ability to manage multiple projects independently.
- Proficiency in MS Office, including Microsoft Word and Excel, and social media tools.
- The ability to think creatively and find solutions quickly.
- Detail-oriented and comfortable working in a fast-paced office environment.

This position will remain open until filled, and applications will be reviewed on a rolling basis. To apply, please send your resume to [jobs@wa-democrats.org](mailto:jobs@wa-democrats.org), with the subject line "Voter Protection Director Application," along with a brief description of why you are uniquely qualified for the position, and one example of a plan you've created. The Washington State Democratic Central Committee strives to create a diverse, equitable, and inclusive environment and is proud to be an equal opportunity employer. We actively encourage applicants from historically underrepresented backgrounds, including first-generation college graduates, Black applicants, Indigenous applicants, applicants of color, people with disabilities, and people who identify as part of the LGBTQ\* community. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.

