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## **Inspire U.S. Scope of Work**

### **Part Time Organizer - Denver, CO**

Inspire U.S. is a nonprofit and nonpartisan organization whose mission is to transform young leaders' inspiration into action that improves our communities and strengthens our democracy.

#### **OVERALL OBJECTIVE**

The Part Time Organizer is responsible for coordinating and implementing the organization's high school voter registration, civic engagement, and get out the vote efforts. Under the leadership of the Regional Program Managers, the Organizer will recruit and train student volunteers, communicate with school leaders, and support high school students to organize opportunities to engage their peers in the voting process. The Organizer will also be responsible for accurate data entry, processing and submission of voter registration forms to elections officials (county clerks' office) in a timely manner.

#### **SCHEDULE AND COMMITMENT**

- This part-time, temporary commitment begins January 14th, 2019.
- This part-time position ends on May 30, 2019 and at that time it will be evaluated for extension.
- While there is no explicit hourly commitment for this position, the expectation is that on average, a maximum of 20 hours per week will be spent completing this work.

#### **SCOPE OF WORK**

The following list of responsibilities and deliverables highlight major expectations, but additional duties may be assigned as needed:

##### **Organizing in Colorado School Districts**

- Attend voter registration drives, student trainings, and Secretary of State award ceremonies.
- Implement plans to reach Inspire U.S.'s voter registration, civic engagement, and get out the vote goals.
- Assist with NationBuilder and VAN database matching efforts.

##### **Data Entry**

- Complete timely recording and data entry of registration and pledge forms collected during high school voter registration events.
- Ensure registration forms and pledge cards are filled out neatly and accurately for ease of entry.

##### **Volunteer Recruitment and Management**

- Implement volunteer activities including, but not limited to, voter registration drives, classroom presentations, tabling opportunities, data entry, and phone banking.



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### **Communications**

- Communicate frequently with Regional Program Manager for program updates and specific needs for high school voter registration events (eg. materials, volunteers, etc.).
- Maintain contact with volunteers, school leaders, and community partners to develop collaborative relationships with stakeholders.
- Using templates provided by Inspire U.S., prepare email and text communications for distribution to eligible registered voters.

### **Staff Support**

- As time permits and as needed, provide support with administrative tasks.
- Other Projects as assigned.

### **REPORTING**

This position reports to the Regional Program Manager. Weekly time sheets must be submitted for approval. Extended hours must be approved in advance, but shall not exceed 8 hours per day, nor 20 hours per week.

### **REQUIREMENTS**

A background check will be required prior to employment. Fees associated with the background/security check will be paid by Inspire U.S.

Local travel is required for this position and the Organizer will need a reliable vehicle, license, and insurance. Inspire U.S. will reimburse at the IRS standard mileage rate.

### **TO APPLY**

Please send a copy of your cover letter and resume to [jobs@inspire-usa.org](mailto:jobs@inspire-usa.org) with the subject line "Denver Organizer Position."