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Inspire U.S. Scope of Work

Regional Coordinator-Richmond, VA

DESCRIPTION

Inspire U.S. is a grassroots, nonpartisan effort aimed at transforming young leaders' inspiration into action to improve communities and strengthen our democracy. We are seeking a Regional Coordinator based in Richmond, VA to organize and coordinate high school voter registration efforts across several states in our network.

Inspire U.S. currently works in high schools in Arizona, California, Colorado, Kentucky, Nevada, Pennsylvania, Texas, Virginia, West Virginia, and Wisconsin. Our network is continuing to grow and new states will likely be added during the 2018-19 school year.

This temporary full-time position extends through June 30, 2019 after which, it will be reviewed for regular, full-time status.

PROGRAM OBJECTIVES

Through outreach, planning and implementation support, the Regional Coordinator will assist local high schools to successfully register 85% of eligible students at their schools to vote during the 2018-19 school year. Located in Richmond, this Regional Coordinator will be focused on supporting programs in Virginia.

The successful Regional Coordinator will:

- Plan, coordinate and implement peer-to-peer voter registration and GOTV efforts in high schools.
- Identify and communicate with school champions (teachers or administrators) who will serve as points of contact for logistics and collection of voter registration forms.
- Work closely with elections officials to ensure voter registration efforts adhere to state and local laws.
- Coordinate and conduct get out the vote and voter engagement activities to mobilize first-time voters.
- Coordinate and conduct recognition activities/events in schools that successfully achieve voter registration goals.
- Accurately and efficiently track and manage voter registration data and the Inspire U.S. database.



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Job Responsibilities

- Support planning, implementation and recordkeeping of target schools' nonpartisan efforts to register 85% of eligible seniors to vote.
- Recruit, train, guide and assist student leaders, teachers and school administrators in carrying out successful nonpartisan voter registration and pledge to vote activities and events.
- Recruit volunteers to support successful voter registration outcomes.
- Ensure voter registration forms are properly completed and submitted to local registrars in a timely manner.
- Collaborate with partner organizations and elections officials across states to prepare and disseminate press releases, e-newsletters, and print communications to increase participation in high school voter engagement efforts and ensure participating schools are recognized for their efforts.
- Collect Pledge to Register forms from sophomores and juniors and register them to vote when they become age-eligible, where applicable.
- Communicate with and report to National Program Manager and Inspire U.S. staff and founders regularly to ensure efforts are streamlined and consistent with national program directives and goals.
- Maintain database for efficient tracking, reporting and follow-up on program objectives.
- Other duties as assigned.

Timeline

This is a full-time, exempt position, temporary position which extends through June 30, 2019. Based on successful attainment of program outcomes, this position may be extended and expanded. Heavier workloads may occur as a result of project deadlines and peak activity periods. Weekend and/or evening work may at times be required.

Knowledge, Skills & Attributes

- Adept problem-solver who demonstrates initiative, willingness and a positive attitude in overcoming challenges and achieving goals.
- Strong self-starter with excellent project management skills and technological aptitude.
- Exceptional written and verbal communication.
- Exceptional relationship-building skills; collaborative, innovative, personable and cooperative.
- General knowledge of state and regional voter registration procedures; interest in local and state government.
- Experience facilitating high school or college student groups strongly preferred.



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Requirements

Access to a car, valid driver's license, satisfactory driving record, and proof of auto insurance required.

- Due to our work with minor children, Inspire requires all employees and contractors to pass a criminal background screening.
- Occasional out-of-state travel to support program efforts and expansion.

Estimated Travel: 20-30%

HOW TO APPLY

Qualified candidates may send their cover letter and resume to Jobs@inspire-usa.org with the Subject Line "Regional Coordinator Position- Richmond."