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## **Inspire U.S. Scope of Work Regional Coordinator-Denver**

### **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 in Denver, CO to organize and coordinate high school voter registration efforts across several states in our network.

This temporary full-time position extends through November 15, 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 2019-20 school year. Inspire U.S. currently works in high schools in Arizona, California, Colorado, Kentucky, Nevada, North Carolina, Pennsylvania, Texas, Virginia, and West Virginia. Our network is continuing to grow and new states will likely be added during the coming year.

The successful Regional Coordinator will:

- Coordinate and conduct recognition activities/events in each school that successfully completes its voter registration goals.
- Coordinate and conduct get out the vote and voter engagement activities to mobilize first time voters around and general elections.
- Through teacher and/or administrator recommendations, identify and train students who will lead peer-to-peer voter registration and GOTV efforts at their high schools.
- Identify school champions (teachers or administrators) who will serve as points of contact for logistics and collection of voter registration forms.
- Accurately and efficiently manage voter registration data and the Inspire U.S. database.

#### Job Responsibilities:

- Support planning, implementation and recordkeeping of target schools' nonpartisan plans to register 85% of eligible seniors at their high schools to vote.
- Recruit, train, guide and assist student leaders, teachers and school administrators in carrying out successful nonpartisan voter registration 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 the High School Voter Registration Challenge 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 to register.
- Communicate regularly with National Program Managers and Inspire U.S. staff and founders 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.

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.

- 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 travel to other states in our Inspire network.

Estimated Travel: 20-30%

#### **HOW TO APPLY**

Qualified candidates may send their cover letter and resume to [Jobs@inspire-usa.org](mailto:Jobs@inspire-usa.org) with the Subject Line "Regional Coordinator Position-Denver."