



JOB DESCRIPTION: When We Vote Field Organizer

FLSA Classification

Non- Exempt

Salary/ Compensation

\$41,000 - \$50,600 commensurate with experience

Reports to

Youth Organizing Program Manager

Summary

Youth Rise Texas works to create the conditions for young people to rise from systems of oppression. Our leadership pipeline works to put youth at the forefront of healing our communities and winning demands that safeguard or realize rights. That work includes work to end the systems that criminalize POC and those who are undocumented. We do this by engaging in transformative organizing and addressing youth as whole people through our six programs. All of our programs create the conditions for youth to be healed and transformed in the service of the work. We have developed an organizing methodology, strategy and infrastructure to create a youth-centered agenda that prepares us for the next 10 years of transformative change in Texas.

The When We Vote Field Organizer is responsible for supervising youth outreach leaders, effectively utilizing digital tools that support canvassing and voter registration, and carefully documenting data and voter registration goals on a weekly and monthly basis. This role requires prior work experience on campaigns and working with youth as well as someone whose strengths are: attention to detail, time management, and meeting goals.

This is a full- time temporary position for the 2022 Election Year. This position will be directly supervised by the Youth Organizing Program Manager.

Essential functions

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.



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The core responsibilities of this role include:

- Coordinate high school voter registration program
- Supervise up to 15 Youth Outreach Leaders canvassing, door-knocking, voter education (VE), and voter registration (VR)
- Work with Program Manager to achieve monthly benchmarks and meet overall VR and VE goals
- Map terrain to determine where we need to canvas or door knock to meet our target voters
- Create opportunities to engage with AISD high schools for voter registration and education
- Observe and provide constructive feedback to up to 15 Youth Outreach Leaders
- Problem solve and communicate when roadblocks arise
- Utilize software to load all canvass information onto tablets
- Manage data collected and provide weekly and monthly reports
- Strategize with Youth Organizing Program Manager around ways to increase youth engagement
- Engage in regular check ins and updates with Youth Organizing Program Manager

Expectations

- Meet voter registration and education goals (1000 voter registrations a month)
- Proficiency with digital voter tools
- Attend relevant trainings when needed
- Be communicative, enthusiastic, and accountable
- Attend YRTX meetings, trainings and events as needed

Qualifications

- Minimum of two years demonstrated work experience leading a team of organizers to conduct successful grassroots, issue based and/or voter enrollment community organizing campaigns
- Minimum two years of demonstrated work experience in the field of digital organizing, including using technology to organize campaigns, including SMS/peer texting platforms, social media platforms and voter databases
- Strong interpersonal skills and ability to communicate with people from different backgrounds
- Willingness to learn and engage in political education
- The ability to remain on feet and walk for extended periods of time



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- Well organized with strong time management skills
- Ability to be flexible, adaptable and solutions-oriented
- Ability to work irregular hours
- Proficiency in Microsoft Office applications (Word, Excel and PowerPoint) and Google Apps (Gmail, Google Docs and Drive).
- Ability to communicate responsibly, transparently, and thoughtfully through conflict
- Commitment to continual growth and new skill acquisition

Required Education, Experience and Competencies

All Youth Rise Texas employees are required to have:

- A belief in the power of youth
- A successful history of working with collaborative teams
- Ability to manage transitions with humor and determination

Supervisory responsibilities

The When We Vote Field Organizers is responsible for the supervision of up to 15 Youth Outreach Leaders.

Because of the nature of Youth Rise Texas' leadership and developmental management model, all staff engage in projects that require upward, horizontal, and downward personnel management as appropriate.

Work environment

YRTX is a small, intergenerational staff (> 20) that includes teens, young adults, and those who have long careers in non-profit and social justice work. We work to intentionally build community, relate and attend to each other both as co-workers and as individuals, and make space for everyone's continued learning, growth, personal and professional development.

Our physical business offices are located in Austin, TX. During the COVID period, all staff have the option to work from home part- or full-time, and we limit the number of staff who can be in the office at any given time.

Physical demands

This role requires the ability to walk for periods of time, transport small equipment and supplies to canvass areas and GOTV event locations, and light physical activity.



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Affirmative Action/EEO statement

It is the policy of Youth Rise Texas to provide equal employment opportunities without regard to race, color, religion, sex, gender expression, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information, or any other protected characteristic under applicable law.

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.