



**VOTING RIGHTS PROJECT MANAGER
AMERICAN CIVIL LIBERTIES UNION OF WEST VIRGINIA**

About the ACLU of West Virginia

The American Civil Liberties Union of West Virginia, the state's leading civil liberties and civil rights organization, seeks a full-time Voting Rights Project Manager to build upon our past work and implement an effective campaign to educate, organize and advocate to help people exercise their right to vote in the Mountain State. This is a temporary position expected to last through the 2021 West Virginia legislative session (April 2021).

The ACLU of West Virginia is a non-partisan, non-profit public interest organization dedicated to protecting and expanding civil liberties for all people in West Virginia. A major focus of our work is to extend the promise of the Bill of Rights to those groups who have traditionally been denied its protections. Given the policies currently being pursued in Washington and Charleston, we believe that our mission is as relevant and important today as it has ever been.

The ACLU of West Virginia is an independent affiliate of the National ACLU and comprises two separate corporate entities, the ACLU of West Virginia and the ACLU of West Virginia Foundation. Both entities have the same overall mission, the same Board of Directors, and share office space and employees. The ACLU has two separate corporate entities in order to do a broad range of work to protect civil liberties.

Position Overview

As part of its long-term Defense of Democracy Campaign, the ACLU of West Virginia seeks a dynamic, innovative, and passionate individual to serve as its full-time Voting Rights Project Manager. This is a newly created, temporary position with responsibility for helping to create and implement a plan to educate, organize and advocate to support people in exercising their right to vote.

Between now and Election Day, the Voting Rights Project Manager will help advocate for state policies to ensure that people can safely and efficiently exercise their right to vote during the pandemic, assist with organizing ACLU-WV's election protection program, educate the public (focusing on historically disenfranchised groups) on their voting rights, and engage in other nonpartisan voter outreach activities aimed at maximizing participation in the 2020 general election. After Election Day, the Voting Rights Project Manager will be laser focused on getting the West Virginia legislature to pass legislation that makes it easier for people to vote.

This position is an incredible opportunity for someone who wants to focus on an ambitious but achievable project to expand access to democracy in West Virginia. This is a job for someone who dreams of making our government more responsive, transparent, equitable and just.

The ACLU of West Virginia's main office is in Charleston. However, the Voting Rights Project Manager will be working statewide. At this time, most ACLU-WV staff are working remotely. During the legislative session, the Voting Rights Project Manager will likely need to regularly be at the Capitol. The Voting Rights Project Manager will report directly to the ACLU of West Virginia's Executive Director and

will work in close collaboration with the ACLU of West Virginia's Policy Director, as well as community outreach, communications, and legal staff.

This position is temporary and is expected to last through April 2021.

Responsibilities

- With the Executive Director and Policy Director, develop and implement a plan to advocate for policies that ensure that people can safely and efficiently exercise their right to vote in the 2020 general election despite the specter of an ongoing global pandemic
- With the Executive Director and Legal Director, organize and manage ACLU-WV's election protection program for the 2020 general election
- With the Executive Director and Community Outreach Director, plan and execute community education and voter outreach efforts to encourage voter participation and knowledge
- With the Executive Director and Policy Director, build a comprehensive plan in support of legislative policy proposals that remove barriers to voter participation in West Virginia
- With the Communications Director and Community Outreach Director, develop and execute a plan to mobilize support for pro-democracy reforms from a wide-range of grassroots and institutional stakeholders
- Support national and regional ACLU initiatives related to access to the democratic process
- Work collaboratively on joint efforts around voting rights issues with community organizations and coalition partners
- Develop strategic partnerships with key community-based organizations working in diverse communities around West Virginia
- Assist the development department in identifying development opportunities and in building relationships with potential donors
- Assist the legal department, as appropriate, with the identification and recruitment of potential clients for impact litigation

Qualifications

- Exceptional interpersonal skills
- Deep understanding of the legislative process
- Superb organization skills; detail-oriented with strong follow-through and the ability to meet tight deadlines
- Strong written and oral communications skills
- A history of working collaboratively and successfully with people and organizations from diverse racial and ethnic backgrounds and a broad range of ideological positions
- Creative, results-oriented, self-starting, and willing to learn
- Strong task and time management skills
- Must be comfortable and confident in speaking to large groups and individuals. Must be comfortable and confident in speaking through social and traditional media
- Experience in lobbying preferred
- Experience in political/advocacy/campaign organizing preferred
- Knowledge of issues around access to the democratic process preferred
- Experience working directly with volunteers preferred
- Familiarity with the current political alignments and the advocacy and community organizing landscape of West Virginia preferred

- Ability to participate in evening and weekend meetings
- Commitment to the mission and goals of the ACLU
- Passion and humility are particularly valued in our workplace

Compensation

Compensation for this full-time position is competitive and commensurate with experience. Benefits include medical and disability insurance, a 401(k) program, and generous vacation, holiday and sick leave.

Application Procedure

Submit a letter of interest, resume, and three professional references (identifying their relationship to you and including their email address and phone number). Email your application to:

Joseph Cohen, Executive Director, ACLU of West Virginia, jcohen@acluwv.org

Please include "Voting Rights Project Manager" in the subject line. Applications accepted until position is filled.

Deadline

Applicants will be reviewed on a rolling basis and will be accepted until the position is filled. The job announcement will remain posted on our website, www.acluwv.org, until the position is filled. When the position is filled, the announcement will be removed from the website.

If you are interested, please act quickly. We plan to fill this position in the very near future.

The ACLU of West Virginia is an Equal Opportunity/Affirmative Action employer and encourages women, people of color, people with disabilities and LGBTQ people to apply. We value a diverse workforce and an inclusive culture. The ACLU of West Virginia strongly encourages applications from all qualified individuals without regard to race, color, religion, sex, gender identity or expression, sexual orientation, age, national origin, marital status, citizenship, disability, criminal history, and veteran status.