



## Democracy North Carolina Organizing Program Associate Job Description

### Organization Overview

Democracy North Carolina (Democracy NC) works to strengthen democratic structures, build power in disenfranchised communities, and inspire confidence in a transformed political process that works for all. Through grassroots organizing, policy advocacy and research, and strategic communications, the nonpartisan organization aims to protect and advance voting access, ensure fair representation, and increase the participation of those historically underrepresented in the political process, especially people of color. For nearly 30 years, this 501(c)3 nonprofit (and its predecessor, Democracy South) has taken on powerful institutions and politicians, regardless of party, and promoted reforms that expand public involvement in civic life. Democracy NC works closely and in coalition with reform-minded local, state, and national partners to achieve the policy outcomes and grassroots participation necessary for a just and equitable democracy.

### Position Overview

The Organizing Program Associate is a permanent full-time employee who assists Democracy North Carolina's Organizing Program Manager and Organizing Director with a range of work duties, including support and execution of the logistical pieces of the Nonprofit Voter Engagement program and the Democracy Summer program working groups including Every Action and emerging priorities. The Organizing Program Associate reports to the Organizing Program Manager and is a member of the Organizing Team.

### Responsibilities

#### Nonprofit Voter Engagement Program

- Provide coordination and support for the NPVE program, including: tracking data, maintaining reports, training and regular check-ins with NPVE partners, and coordination with Nonprofit VOTE's data counterpart.
- Work with Nonprofit Vote, our national partner, to develop the yearly work plan for the program.
- Build relationships and trust with local Nonprofits and advocates.
- Attend yearly Nonprofit Vote convenings for the state cohorts.
- Work with the Organizing Program Manager to develop the timeline for both their internal and external work.
- Work with mini-grantees and contractors related to the NPVE and mobilization programs.

#### Democracy Summer Program

- Provide coordination and support to the Organizing Program Manager in the recruitment, selection, orientation, implementation and graduation for Democracy Summer.
- Work with the Organizing Program Manager to develop and update the timeline for the program.

- Support the coordination of the program across all departments.
- Work closely with the second year interns in providing coaching, support and best practices.
- Ensure that all interns and their contact information are entered into the Every Action database at the start of the program.

### **Experience and Qualifications**

- 1-2 years experience building relationships with people of diverse demographics (age, race, orientation, economic status, education, etc.), skill sets, personalities, and professional experiences
- Experience with maintaining accurate records and spreadsheets
- Experience coordinating schedules/calendars and creating and following administrative processes and procedures
- Knowledge and experience in conducting voter engagement efforts, including but not limited to phone banking and texting, door-knocking, meeting with elected officials, voter registration, data management
- Superior efficiency in Microsoft Office programs, Google Suite, and ease in adapting to new technology, such as the Voter Activation Network, Every Action and social media applications

### **Skills and Attributes**

- Willingness to work with the main office team and remote staff
- Works well individually and as part of a team
- Willingness to ask for support
- Willingness to work across departments and programs
- Close attention to and experience managing details
- Keen eye for and support for equity in organization policies and procedures
- Self organization and prioritization of multiple projects
- Commitment to Democracy NC's mission and values; willingness to work with diverse groups

**Salary Range:** \$41,000 - \$47,000

### **Benefits include:**

- Medical, dental, and vision insurance with 100% employee premium coverage and 50% premium coverage for domestic partner/spouse and/or children
- Health Reimbursement Arrangement for out-of-pocket medical expenses up to 76% for employees and 38% for covered family members
- Free telehealth for all employees and family members
- Employer-provided life insurance and ADD
- 9 paid holidays + 1 week office closure at the end of the year, and 30 days paid time off per year
- 403(b) retirement option with up to 7% employer match
- Individual and team professional development opportunities
- Casual, flexible work environment with a commitment to employee wellbeing and work/life balance, currently operating as hybrid in-person/remote
- For specific questions about Democracy NC's benefits, please contact Hannah James (HR Associate) at [hannahj@democracync.org](mailto:hannahj@democracync.org)

## **Application Process**

Please send the following to [jobs@democracync.org](mailto:jobs@democracync.org) with the subject line “Organizing Program Associate” and your name (no phone calls please):

- Cover letter with an overview of your professional background and interest in the position
- Resume

## **Hiring Timeline**

- Applicants whose skills and qualifications most closely match the needs of this role will be invited to interview with a small panel of Democracy NC staff.
- We hope to extend a job offer to one candidate by mid-June. Job offers are contingent upon successful completion of reference and background checks. Only prior convictions that risk the safety of our staff or the security of the organization will be considered disqualifying.

Should you require any accommodation during the application process, please indicate this on your application and we will work with you to meet your accessibility needs. For any questions, suggestions or required documents regarding accessibility in a different format, please contact Hannah James (HR Associate) [hannahj@democracync.org](mailto:hannahj@democracync.org).

*Democracy North Carolina is an equal opportunity employer committed to workplace equity through ongoing learning, discussion, investment in training, and continual recommitment to [our core values](#). Our organization considers applicants equally of race, color, creed, religion, sex, national origin, ability, marital status, age, gender, gender identity, sexual orientation, or prior record of arrest or conviction. We seek a workplace that reflects and embraces the full range of the nation and state's diversity.*