



# Student Internship Job Description

## Regional Grassroots Organizer – Part Time

Rank the Vote is a non-partisan 501c3 organization dedicated to empowering people to build grassroots movements for electoral reform within their communities. With 25+ state partner organizations, we support efforts to use ranked choice voting, proportional representation, open primaries, and fair districts across the country.

Hiring and supervision will be co-managed by Rank the Vote and local Rank the Vote partner nonprofit organizations.

### Responsibilities

Student interns will be a part of the team to advance pro-voter electoral reforms by increasing supporters, volunteers, and donors from across the political spectrum. Interns will have weekly review calls with their managers to get guidance and feedback. Typical responsibilities include:

- Lead canvasses and train others how to canvass with the goal of signing up 50 – 200 new supporters weekly (goal tied to the number of hours worked per week).
- Lead phone banks, onboard new volunteers, learn how to mobilize volunteers.
- Make calls to collect pledged donations.
- Draft email newsletters and drive social media communications to increase turnout at events or raise funds.
- Interns may lead and facilitate chapter meetings and local events.

### What You'll Learn

- How to canvass, manage volunteers, train people and coordinate events while gaining experience in project management, effective communication and incorporating feedback.



## Qualifications

- Ability to stay organized and work independently with guidance from manager(s).
- Campaign and/or organizing experience including canvassing and phonebanking a plus.
- Solid computer literacy and internet research skills.
- A willingness and ability to learn NationBuilder, Slack and other organizing softwares.
- Demonstrated ability to achieve goals and a history of tracking metrics/accomplishments.
- Basic understanding of the political environment in your state or a willingness to learn.
- Commitment to continued learning and an eagerness to receive feedback.
- Passion for democracy and electoral reform.
- Positive attitude and good people skills.
- An understanding of and commitment to using non-partisan messaging while engaging with the public. Organizers will be speaking to individuals with a broad range of political views and must be able to show restraint on expressing their personal partisan opinions.

## Requirements

- Have a reliable means of transportation (car, bus) and be able to travel within a reasonable distance to provide in-person assistance to volunteers.
- Available on some evenings and weekends to ensure maximum engagement with volunteers and leaders.
- Fluent English speaker. Other language skills are a plus.

## Compensation and Contract Terms

\$19/hr-\$23/hr depending on experience. Candidates must provide their own equipment and supplies (including computer, transportation, and internet access).

## **Supervisor**

Member of Rank the Vote's Local Team

## **Schedule**

Internships are available starting at 5 hours per week, up to 20 hours per week. Hours are flexible, with some evenings and weekends possibly required.

## **Location**

Interns will work remotely and in their local communities.

## **To Apply**

Fill out this [online application](#). Applications are accepted on a rolling basis.

*Rank the Vote provides equal employment opportunities (EEO) to all employees and applicants without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, or military or veteran status in accordance with all applicable laws. We don't tolerate discrimination or harassment based on any of the above. We're committed to building a diverse leadership team. Women, people of color, and members of other historically underrepresented groups are strongly encouraged to apply.*

