Field and Program Associate: Pennsylvania Voice’s Field and Program Associate is responsible for providing support, coaching and training to partner organizations to take a data-driven approach to their field programs. The ideal candidate has experience in running canvasses, a background in community and/or political organizing, strong analytical and quantitative skills, a passion for progressive politics, experience with field tech tools, and some experience working with spreadsheets and database programs. This position will report to the Civic Engagement Director.

About Pennsylvania Voice: Pennsylvania Voice is a statewide network of 32 organizations committed to creating a fair and just Pennsylvania by making our democracy more accessible, inclusive, and representative. Pennsylvania Voice works with our partners to employ the principles of collective impact, unifying change agents from different sectors around common goals to strengthen our democracy, build the capacity of partners with shared resources, and amplify the voices of communities of color.

A small team of experienced organizers/strategists drives Pennsylvania Voice. Our team supports, facilitates, and builds relationships between state leaders representing 32 distinct organizations around four specific program areas:

- **Civic engagement:** Creating year-round integrated voter engagement campaigns to increase voting, voter registration, and participation in civic life among all Pennsylvanians and specifically the New American Majority.
- **Access to the ballot:** Modernizing elections to make voting more convenient and fully accessible to all.
- **Reflective Democracy:** Restoring true representation to our state’s democracy by preparing for the 2020 Census and subsequent redistricting process.
- **Racial equity:** Creating more opportunities for to support people of color leadership development.

This work is grounded in our shared commitment to racial and gender equity.

Principal Responsibilities for the Pennsylvania Voice Field and Program Associate:

- Support partners to execute their plans, make strategic recommendations on the implementation of their plans and provide advice and insight into ways to make field and program operations more efficient and effective.
- Ground partners in the best practices for running a canvass operation and reinforce the PA Voice standards for data collection and preservation.
- Provide training on using field tech tools to partners
- Oversee ongoing number tracking and quality control checks for programs.
- Provide technical assistance and support of the field tech tools.
• Assist the Data and Targeting Manager with program data and data management in the civic engagement tools.
• Participate and support external/stakeholder activities as part of the team
• Other responsibilities as assigned.

Qualifications:
We’re seeking candidates who excel in relationship-building, are results-oriented, and are excellent problem solvers. Specifically, you will bring:
• Demonstrated commitment to racial and gender equity and record of success working with communities of color, women, low-income people, LGBTQIA individuals, and other historically marginalized communities.
• At least two previous cycles of issue or electoral field campaign experience.
• Familiarity with voter registration drives and/or voter contact programs.
• Ability to work with a broad range of people possessing different skill levels.
• Ability to assess a field program at any given point and provide coaching in easy-to-follow language.
• Willingness and aptitude to learn new technical skills.
• Ability to work well under pressure, while maintaining a high level of detail orientation and meeting deadlines.
• Experience with the VAN (Voter Activation Network) or other civic engagement platforms is a plus.

Compensation: Depends on experience and is highly competitive. Salary range is $40,000 - $50,000 with excellent benefits including full medical and dental coverage and a 401k package.

HOW TO APPLY: Please send a cover letter and resume to Erin Casey, Executive Director at jobs@pavoice.org Include Field and Program Associate in subject line. Please no phone calls.

DEADLINE: Applications will be accepted until the position is filled, at which time the job announcement will be removed from our website, www.pavoice.org/jobs

Pennsylvania Voice is an equal opportunity/affirmative action employer. We value a diverse workforce and have an inclusive culture. Pennsylvania Voice encourages women, people of color, persons with disabilities, people with records of arrest or conviction, veterans, and lesbian, gay, bisexual, and transgender individuals to apply. Pennsylvania Voice hiring process will comply with Philadelphia’s Fair Criminal Records Screening Standards ("Ban the Box") ordinance.