Western PA Civic Engagement Manager: Pennsylvania Voice’s Western PA Civic Engagement Manager is responsible for providing support, coaching and training to partner organizations to take a data-driven approach to their field programs. This position will specifically work to engage with partners on their local campaigns and ensure there is a coordinated strategy that supports the statewide plan of the partnership. 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 Executive 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 Western PA Civic Engagement Manager:
The Western PA Civic Engagement Manager is responsible for the following specific responsibilities:

• Work with partners and allies to execute a yearly integrated voter engagement plan with partners including Voter Registration and GOTV goals that integrates with year-round campaigns/issue work based on political and demographic landscape analysis
• Support civic engagement regranting decision-making based on goals and plans in consultation with Civic Engagement Director
• Coordinate and track collective electoral and education / advocacy plans
• Support the Civic Engagement Director to determine metrics, reporting formats, identify VAN training needs and outline universe building.
• Develop, run and/or oversee trainings for partners to improve their programmatic work; this includes both one-on-one support, site visits and group trainings
• Identify opportunities for research and experimentation. Work with all key parties to develop, manage and execute program in Western PA.
• Work across entire team on leadership pipeline and racial equity workgroup
• Participate and support external/stakeholder activities as part of the team
• And other responsibilities as assigned and needed
Qualifications:
We’re seeking candidates who excel in relationship-building, are results-oriented, are excellent problem solvers, and have strong project management skills. Specifically, you will bring:

- Effective people management (individual and groups), including project management, delegation, people development, communication
- Ability to track, manage, and effectively complete multiple projects and meet multiple deadlines
- Strong communication skills (written and oral) that include:
  - Ability to process, understand, and translate complex policy issues and communicate them to diverse audiences (with different levels of understanding re: issues)
  - Effective writing and speaking to present issues and ideas to diverse communities and groups
  - Cultural competence in communicating with diverse communities
- A track record of developing and maintaining strong relationships
- A history of getting things done, even in the face of obstacles
- Diplomatic, professional approach to problem solving (i.e. showing empathy around effect of problem on others, considering multiple views and solutions, assessing efficacy of solutions, and selecting and communicating a solution that promotes the best outcomes for those most affected and considers the organization’s long-term health)
- At least 3-5 years of relevant work experience
- Willing to work sometimes long, irregular hours and willingness to travel

Compensation: Depends on experience and is highly competitive. Salary range is $60,000 - $70,000 based on experience 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@pvoice.org. Include Western PA Civic Engagement Manager in the 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.