



JOB ANNOUNCEMENT

VOTER DATA MANAGER POSITION AVAILABLE

Communities for a Better Environment (CBE), is a statewide environmental health and justice organization that combines grassroots organizing, legal advocacy, and science-based research to achieve its goals. CBE's mission is to build power in low-income communities of color to achieve environmental justice by empowering community, reducing pollution and building healthy and sustainable communities. For more information, please visit: www.cbecal.org

GENERAL POSITION SUMMARY

CBE is hiring a part-time temporary Voter Data Manager to support our statewide Civic Engagement work leading up to November elections. This is a temporary position for 25 hours/week to start in July and end in December. Tasks for this position include but are not limited to:

- Utilize voter files to support growth of voter contact and voter mobilization programs;
- Work with Civic Engagement Coordinator for voter file access, trainings, and maintaining security of voter files;
- Support Civic Engagement Coordinator in data presentation, comfortable summarizing and presenting data visually;
- Work in partnership with Civic Engagement alliances and partners for management of voter data files.
- Lead and/or support written development of reports and visualizations
- Support strategic campaign plan development informed by voter data

Due to COVID, the Voter Data Manager (and all CBE staff) will be working remotely through the summer, after which CBE will reassess the possibility of in-person work.

EXPERIENCE AND JOB REQUIREMENTS

- Strong understanding of and commitment to social and environmental justice
- Political and/or campaign data experience-includes data analysis, preparing reports of electoral voter data
- Experience using voter data systems including PDI, Mobile PDI, VAN, SmartVAN, and voter or client contact systems including Nation Builder, Action Network, New/Mode, Phone2Action, Constant Contact, or similar systems

- Skill in using Excel, Google spreadsheets, and should have a working knowledge of: pivot tables, filters, text to columns, and creating charts
- Strong written and oral communication skills, including presentation skills
- Strong interpersonal, project management, and analytic skills
- Willingness and ability to seek out and learn new technical skills

Benefits and Compensation

This is a temporary, non-exempt position at 25 hours per week, to start in July and end December 16th. Wage is \$26/hour. Due to the temporary nature of this position, we are unable to offer medical benefits. The Voter Data Manager will receive sick time and holiday pay pro-rated to their FTE percentage.

To apply: Submit via email to bfazeli@cbecal.org : **1) cover letter; 2) resume; and 3) three references** no later than **Friday, July 10th, 2020 at 5:00pm (PST)**. Please merge all required documents in one PDF file and put in the email subject line: Voter Data Manager.

CBE is an equal opportunity employer that does not discriminate on the basis of race, religion, disability, gender, nationality, ethnicity, sexual orientation, or any other prohibited category. We strongly encourage women, people of color, LGBTQ, and all qualified persons to apply for this position.