



Voter Engagement Team Lead Job Description (Seasonal)

RYSE creates safe spaces grounded in social justice that builds youth power for young people to love, learn, educate, heal and transform lives and communities.

About RYSE

RYSE is a safe and welcoming center for diverse West Contra Costa youth (ages 13 to 21) that seeks to build youth power and leadership towards the larger vision of personal and community health and transformation. Grounded in social justice values and principles, RYSE provides comprehensive and holistic programming and promotes multi-racial, cross-cultural relationships. RYSE opened its doors in October 2008, and features programming and services across areas of community health; education and career; juvenile justice; media, arts & culture; and youth leadership and organizing.

Overview of Program Area:

With RYSE's mission statement as its mandate, the Youth Power Building Department offers programming that strengthens young people's leadership skills and empowers them to be advocates for change. The Youth Power Building Department enacts base-building strategies, provides organizing and political education training, elevates youth voices and visions through storytelling, leads and supports youth-led organizing efforts and leads and engages in local, regional and statewide policy and base-building coalitions.

Job Summary:

RYSE is seeking a committed and dedicated individual to implement movement building and electoral organizing activities in the role of the **Voter Engagement Team Lead** position. Under the supervision of the Youth Capacity Building Manager, the Voter Engagement Team Lead is responsible for developing a cadre of youth organizers and leaders who can meaningfully engage in local and statewide campaigns and advocacy efforts.

Key Responsibilities:

The Voter Engagement Team Lead works to manage canvassers/phone banking team, engages voters on campaign messaging, and carries out outreach activities, phone banking, and/or texting. The person in this role should be strongly motivated to do community organizing work, highly skilled in conversing in-person, over the phone and by text to contact and mobilize voters. This individual must also be able to support their supervisor and provide leadership to other organizers. Job responsibilities include, but are not limited to the following:

Integrative Voter & Civic Engagement:

1. Co-develop and implement peer-to-peer outreach and retention strategies for campaign activities;
2. Identify, recruit and orient Voter Engagement Members to Movement Building Electoral Organizing; mobilize young voters of color, and base-building efforts to cultivate young adult leaders committed to racial justice, safety, equity and liberation;



3. Co-coordinate seasonal voter engagement activities including phone/text banking, voter registration drives, door-to-door canvassing and community outreach;
4. Attend weekly meetings with Power California for trainings and discussion on progress with phone/text banking and door to door canvassing;
5. Support RYSE campaign priorities and coordinate programming in alignment with RYSE's Theory of Liberation.

SEASONAL: Staff Supervision During Election Seasons:

- Works closely with direct supervisor to train part-time phone bankers;
- Manages the campaign work of all phone bankers during phone banking sessions;
- Support phone bankers in submitting accurate time-logs and tracks attendance;
- Communicates any phone bank staffing challenges to the Youth Capacity Building Manager.

SEASONAL: Phone Bank and Campaign Coordination:

- Prepare campaign materials and logistics plans, as assigned;
- Coordinate the setup, running of and clean-up for daily phone banking sessions;
- Provide phone bankers with coaching and share best practices;
- Ensure phone bankers are focused on assigned task;
- Carry out the administrative work required to run the daily phone banking sessions, including, but not limited to, verifying data via the PDI voter database service, daily tallies of voter contacts by phone bankers, and daily reporting of contact statistics;
- Support the evaluation of daily phone banking sessions, working closely with this position's supervisor and Power California, as needed.

General Responsibilities for all RYSE Staff:

- Coordinate with Director and Program Manager on larger department and/or organization civic engagement projects;
- Model effective leadership and infuse all aspects of the work with a general social and political consciousness;
- Participate in staff development opportunities, meetings, and retreats;
- Maintain weekly work plan in Asana and calendar;
- Submit monthly reports and complete program data entry;
- Support at organizational events;
- Regular check-in meetings with direct supervisor;
- Support center-wide culture building and crisis intervention and response efforts.

Qualifications include, but are not limited to:

- Minimum 1 year of experience in youth development, civic engagement &/or organizing (required);
- Commitment to social, racial, economic justice and civic engagement;
- Knowledge of issues facing low-income youth in Richmond and West Contra Costa County;
- Ability to work effectively with organizational allies;
- Strong organization, oral/written, interpersonal, communication skills: ability to manage time, meet deadlines, work well independently and in a team-oriented setting, and set priorities;
- Computer literacy: word-processing, canva, Google Apps and other work-related applications;



- Must be willing and able to work evenings and some weekends as required by RYSE special events and programming;
- Drivers license and access to a reliable automobile (with at minimum, liability insurance);
- Bilingual – English & Spanish a plus;
- Willing to adapt scope and responsibilities as needed to effectively achieve RYSE's mission and best serve the priorities, needs, and interests of members;
- Must be fully vaccinated, booster included (when applicable).

Required Trainings:

- Required to attend Leader Academy Training; Wednesday, January 18, 2024 - Friday, January 19, 2024 in Los Angeles
- Required to attend People Power Academy Virtual Training: Tuesday, January 23, 2024 - Thursday, January 25, 2024, 4:30 - 8:00pm

Compensation:

- \$25 per hour; depending on experience.
- Up to 28 hours per week for up to 5 weeks; January 29, 2024 - March 5, 2024
- This is a temporary part-time position; payable bi-weekly.
- The position is non-exempt and qualifies for overtime pay.

How to Apply:

This job posting will be open until filled; however, we will be reviewing resumes on an ongoing basis until the position is filled. This position is open to adults ages 18 - 24 years old.

Please send a cover letter, resume, and three references to genay@rysecenter.org, with the subject: Voter Engagement Team Lead. Please do not embed your resume and cover letter in the email.

For more information, please visit www.rysecenter.org.

RYSE provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ancestry, national origin, age, marital status, military or veteran status, sexual orientation, religion (including dress and grooming), sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), disability (including physical, mental, and/or HIV/AIDS status), gender (including identity and expression), genetics, or request for FMLA (if applicable). RYSE complies with applicable state, federal, and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

RYSE strongly encourages people of color, women, and LGBTQ applicants to apply. We will consider employment qualified applicants with arrest and conviction records.