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## **Voter Engagement Team Member 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 Member** position. Under the supervision of the Youth Capacity Building Manager, the Voter Engagement Team Member is responsible for meaningfully engaging in local and statewide campaigns and advocacy efforts.

### **Key Responsibilities:**

The Voter Engagement Team Member is part of the canvass and phone banking team. They engage voters on campaign messaging, and carry 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 canvassing; 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 support other organizers. Job responsibilities include, but are not limited to the following:

#### Integrative Voter & Civic Engagement:

1. Engage in seasonal voter engagement activities including phone/text banking, voter registration drives, door-to-door canvassing and community outreach;
2. Support RYSE campaign priorities

#### SEASONAL: Phone Banking & Canvassing:

- Prepare campaign materials and logistics plans, as assigned;
- Support setup, participation in and clean-up for daily phone banking sessions;



- Carry out the administrative work required to participate in daily phone banking sessions, including, but not limited to, verifying data via the PDI voter database service, partake in daily report backs led by the Voter Engagement Team Lead
- Canvass in Richmond, CA to disseminate voter engagement information, initiate conversations and build relationships
- 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;
- Submit daily reports and complete program data entry;
- Support at organizational events;
- Support center-wide culture building and crisis intervention and response efforts.

**Qualifications include, but are not limited to:**

- 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;
- 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 People Power Academy Virtual Training: Tuesday, January 23, 2024 - Thursday, January 25, 2024, 4:30 - 8:00pm

**Compensation:**

- \$22 per hour; depending on experience.
- Up to 22 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](mailto:genay@rysecenter.org), with the subject: Voter Engagement Team Member. Please do not embed your resume and cover letter in the email.

**For more information, please visit [www.rysecenter.org](http://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.