



Position Announcement:
Data Manager: ALABAMA

Please apply at bit.ly/aldatamgr

URGE is working to empower the diverse, upcoming generation of leaders who promote and protect reproductive freedom – both now and in the future. We are dedicated to the right of each person worldwide to decide when and if they will have sex, when and if they will be pregnant, and when and if they will have a child. URGE provides tools, training and leadership opportunities to young people aged 18-30 to mobilize for reproductive information and services and win real victories for their campuses and communities!

Alabama Data Manager:

URGE: Unite for Reproductive & Gender Equity seeks a committed person in Birmingham who is passionate about reproductive/social justice to help implement our integrated voter engagement campaign. The data manager will work within their community with the Alabama State Organizer to help manage the data and technical aspects of our field campaigns and other programmatic data needs in Alabama.

Candidates must have knowledge of and commitment to reproductive health and rights and/or social justice issues. This position will report to the Alabama Field Organizer.

This position is responsible for coordinating and maintaining the database and working with the field team to develop and maintain a system for fast and accurate data entry, reporting results back to each team leader, and reporting aggregated numbers to campaign directors. The ideal candidate is an independently motivated leader who can demonstrate exceptional data skills (particularly in the VAN: Voter Activation Network), offer useful and relevant strategic insight to campaign leadership, and has experience meeting hard deadlines under pressure.

Responsibilities

- Administers and updates campaign data across several unique geographies.
- Responsible for helping execute a canvass operation which includes: cutting turf, designing walk sheets, and tracking numbers
- Conducts voter targeting and analysis (with emphasis on the application of microtargeting, demographic and geographic factors)
- Interprets and analyzes data to help inform campaign strategy, including conducting extensive research and producing detailed graphs, charts and maps.
- Trains necessary data, canvass, and organizing staff on how to use the database.
- Performs other duties as assigned in support of the work of the integrated voter engagement campaign

Qualifications:

- Ability to commit to part time work during the campaign
- Ability to handle multiple sensitive assignments in a timely manner
- Ability to analyze data and make sound, logical conclusions
- Skill in the use of Microsoft Office Suite, and other spreadsheet software

- Experience in VAN: Voter Activation Network required
- A passion for reproductive justice and social justice issues
- A commitment to youth activism
- Active member of an URGE Chapter or Affiliate, and/or associated with a reproductive justice organization is preferred
- Ability to juggle multiple tasks with attention to detail
- Flexibility and adaptability to change
- Ability to work well with a team, take direction and feedback, and share skills and knowledge

VAN tasks that will be required:

- Program VAN for field campaigns
- Cutting Turf & Turf coordination with partner organizations
- Assign & track turf
- Develop procedures and protocols to ensure data quality and integrity/quality control
- List clean up
- Create daily walk reports
- Assess goals to actual campaign numbers
- Provide technical assistance to integrated voter engagement campaign/team

Placement: Birmingham residency preferred, but not required.

Duration: This position is temporary, and starts mid-July and ends no later than September 1st . Potential for extension possible, pending funding. 20 hours a week.

Salary: This position is paid \$15/hr.

To Apply: Please apply at bit.ly/aldatamgr.

Applications will be considered on a rolling basis until July 9th. Incomplete applications will NOT be considered.. Send any questions to Danielle Hurd, Alabama State Organizer, dhurd@urge.org.

URGE is an equal opportunity employer. People of color, lesbian, gay, bisexual, transgender people and those with disabilities are strongly encouraged to apply.