



Position Announcement:
**Alabama Voter Engagement
Data Manager**

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!

URGE: Unite for Reproductive & Gender Equity seeks committed people in Montgomery who are passionate about reproductive/social justice to help manage our voter engagement campaign. As a data manager for URGE, you'll get an inside understanding of the fight to attain reproductive justice locally in Montgomery, as well as an opportunity to hone your professional skills in a fast-paced environment. URGE data managers will work remotely with the Alabama State Organizer.

Candidates must have knowledge of and commitment to reproductive health and rights and/or social justice issues. Knowledge of VAN and/or NationBuilder is a preferred, but not required! This position will report to the Texas State Organizer.

Duration: 15-25 hours a week. This position is temporary, beginning in October 2017 and ending in November/December 2017, with the possibility of employment in the Spring, depending on circumstances and funding.

Salary: This position is paid \$18.00/hr.

Responsibilities

- Attend a training to learn about URGE and your role as a data manager
- Complete **data input** weekly, including but not limited to, inputting pledge cards, updating VAN/NationBuilder, keeping track of all previous information in a Google Sheet shared with the Texas State Organizer
- Complete **weekly meetings** with the Alabama State Organizer and the Canvass Managers

Qualifications:

- Strong ability to work with data
- Reliable computer and internet use
- Ability to work on a computer and with numbers for hours at a time
- Strong understanding of deadlines
- Ability to work respectfully with people of diverse backgrounds
- Previous experience in voter engagement work preferred, not 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

- Ability to work well with a team, take direction and feedback, and share skills and knowledge

Placement: Montgomery, Alabama

To Apply: Applications due on a rolling basis. Incomplete applications will NOT be considered. Please send cover letter, resume and the names , relationship to and contact information of two references in one PDF to: Mawiyah Patten, Alabama State Organizer, mpatten@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.