



**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 Alabama, as well as an opportunity to hone your professional skills in a fast-paced environment.

Candidates must have knowledge of and commitment to reproductive health and rights and/or social justice issues. Knowledge of VAN (Voter Activation Network) and/or NationBuilder is preferred, but not required. This position will report to the Alabama State Coordinator.

**Duration:** 10-20 hours a week. This position is temporary, beginning March 4, 2019 and ending on April 6, 2019, with the possibility of renewed employment in summer and fall, depending on circumstances, funding, and applicant pool.

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

**Responsibilities**

- Attend a day-long training alongside canvassers, plus additional one-on-one training with the State Coordinator to learn about URGE and your role as data manager
- Manage canvassing data, including but not limited to, creating lists, cutting turf, and reporting results during the campaign via VAN
- Promptly enter data collected by canvassers while door-knocking
- Assist state organizer with administrative tasks related to campaign technology, data, and related logistics
- Check-in and debrief with Canvass Managers and Canvassers regularly and report findings to the State Coordinator
- Complete **weekly check ins** with the State Coordinator, or more often as needed

**Qualifications:**

- Demonstrated ability to work diligently with data
- Strong adherence to deadlines
- Reliable computer and internet access

- Ability to work on a computer and with numbers for hours at a time
- Ability to work respectfully with people of diverse backgrounds
- 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
- Passion for reproductive justice and social justice issues
- Commitment to youth activism
- Active member of an URGE Chapter or Affiliate, and/or association with a reproductive justice organization is preferred
- Previous experience in voter engagement work preferred, but not required

**Placement:** Birmingham, AL

**To Apply:** Applications will be accepted and reviewed on a rolling basis. Incomplete applications will NOT be considered. **Please apply at <http://bit.ly/ALIVEappspring19>. In addition** to completing the online application, please send a **cover letter, resume, and 2 references** to Mawiyah Patten, Alabama State Coordinator, mpatten@urge.org. Direct any questions to 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.*