



## Deputy Voter Access Director Job Description

**Title:** Coordinated Campaign Deputy Voter Access Director

### About the Opportunity

The Alaska Democratic Party is seeking to hire a Coordinated Campaign Deputy Voter Access Director. The Deputy Voter Access Director will be a key leader in the voter access program, helping to build and execute an innovative, data-driven statewide plan to identify and address the barriers to casting a ballot in Alaska. Each Deputy Director will be responsible for managing one or more areas of the voter access program's work: election administration & advocacy; poll observation; voter assistance hotline; voter education; ballot cure; and post-election day planning. This position is full-time and based in Anchorage, Alaska.

### Application

To apply, please use this form: [HERE](#). Applications will be accepted on a rolling basis.

### Duties and Responsibilities

- Implement and execute your piece(s) of the voter access plan
- Identify opportunities across Alaska to expand voter access and mitigate inhibitions to voting, develop solutions, and organize toward them
- Recruit volunteers through 1:1 meetings, events, phone calls, and texting
- Design and provide engaging volunteer trainings that prepare volunteers to complete the requested tasks
- Collaborate with other departments to understand voter education needs, and collaborate to produce materials, events, and other resources to ensure voters have the information they need to cast a ballot conveniently
- Collaborate with the Data Team to create data & tech pipelines that create a smooth experience for volunteers, and maintain high data quality within the NGP/VAN and LBJ platforms
- Build and maintain strong, trusting relationships with key stakeholders in order to learn about voting problems, implement solutions & mitigation measures, and recruit volunteers
- Maintain a current knowledge of voting laws and related issues, including conducting legal research and answering staff's, volunteers', and voters' questions relating to voting procedures and the election administration
- Promote volunteer leadership at every level of the campaign, with an eye toward building sustainable and permanent grassroots activism
- Manage junior staff members who are supporting your area(s) of the program in all aspects of their work and support their success in the role by conducting relevant coaching conversations, providing and receiving feedback, and creating an inclusive and engaging team culture
- Additional duties as assigned by the Voter Access Director

## **Required Skills, Abilities, and Experience**

- 1+ cycle of experience on a campaign or civic engagement program in organizing, political, or voter access
- Proven project management and planning experience, overseeing and leading strategic projects from ideation to completion
- Strong problem-solving and prioritization skills with the ability to quickly develop solution(s) to a new problem, assess what resources they would take, and start moving toward action
- Demonstrated ability to prioritize among competing demands, assessing the potential value/impact of a project or task, evaluating the time and resources it will take to meet deadlines, and developing a recommendation of whether and in what priority order to move it forward
- Excellent interpersonal skills and ability to build and maintain relationships with a diverse group of internal and external stakeholders
- Strong track record of managing volunteers – You have recruited and supported volunteers to accomplish goals and developed volunteers into leaders
- Commitment to the values and practices of a diverse, equitable, and inclusive workplace, with the ability to take feedback and learn
- Commitment to electing Democrats up and down the ballot in Alaska

## **Compensation and Location**

The salary range for this role is \$7,000 a month.

The final date of employment will be 11/15/2026.

Applicants must live in or be willing to relocate to Alaska. Applicants must have the ability to travel throughout the state for up to several days at a time and must have a valid driver's license.

## **Benefits**

This position will come with benefits, including dental, vision and health insurance.