



# Jewish Democratic Council of America

## **Youth Voter Engagement Manager**

The Jewish Democratic Council of America (JDCA) is seeking an experienced, committed, and dynamic Youth Voter Engagement Manager to oversee and manage JDCA's organizing fellowship. The Youth Voter Engagement Manager will be a key member of JDCA's Outreach Team and will work closely with JDCA's Outreach Manager and Director of Outreach and Partnerships to cultivate and expand JDCA's volunteer capacity and engagement across the country, with a focus on youth voter engagement. Applicants for this role must be detail-oriented, possess strong communication and management skills, and have political organizing experience.

Youth Voter Engagement Manager will report to the Director of Outreach Partnerships, as well as the Chief of Staff. We are looking to hire as soon as possible for work full time. This role is based in Washington, D.C. with flexibility for remote work.

**Duties & Responsibilities:** The Youth Voter Engagement Manager will hold day-to-day responsibilities that are vital to the organization's outreach strategy and activities, in addition to long-term projects. Responsibilities include, but are not limited to:

- Manage JDCA's organizing fellowship, a robust fellowship program for high school and college students aimed at engaging and turning out Jewish voters across the country in support of President Joe Biden and Democrats in the 2024 election.
- Work with JDCA's Outreach Manager and Director of Outreach and Partnerships to create a field program in key battleground states and on college campuses.
- Hire, onboard, and provide coaching for JDCA's organizing fellows as they work to execute robust field goals focused on turning out young voters.
- Create and implement a professional development program for JDCA's organizing fellows that teaches them both organizing and leadership skills.
- Develop and maintain partner relationships within the progressive youth organizing space and with Jewish organizations that work with young leaders.
- Execute JDCA's organizational objectives for youth voter engagement. This includes working within JDCA's chapter structure and engaging former fellows and interns.
- Work alongside JDCA's Outreach Manager and Director of Outreach and Partnerships to engage volunteers, state chapter leadership, and other key stakeholders. This includes taking a lead role in managing the relationship between JDCA's fellows and JDCA's volunteer-led state chapters, as well as serve as a point of contact and manager for younger JDCA volunteers.
- Assist the Outreach team with the execution of JDCA's direct voter contact plan, which encompasses capacity building, persuasion, and GOTV phases. This will be done in partnership with the Director of Outreach and Partnerships and Outreach Manager.

- Assist Outreach team with planning and executing outreach events, which includes running phone and text bank trainings for volunteers. Recruit younger participants as attendees and participants.
- Work with a diverse group of stakeholders, including volunteers, students, and lay leaders.
- Assist with social media amplification of JDCA's outreach, partnerships, and public engagement efforts.

#### Experience & Qualifications

- Self-starter and creative problem solver with strong organizational, interpersonal, and communication skills.
- Superior time-management, presentation, and communication skills, attention to detail, and multi-tasking abilities.
- Inclusive leadership & management style: We are looking for a manager who approaches our work with empathetic leadership, models and inspires accountability in others, and takes a coaching and learning mentality to help others grow.
- At least one cycle of prior campaign and/or political organizing experience is required, preferably in a Regional Organizing Director or Field organizer-type role. Multiple cycles, or equivalent experience, are preferred.
- Strongly Preferred: Experience in youth organizing or programming, such as past youth voter engagement, Jewish youth groups, or youth leadership development programs.
- Experience creating and implementing training and/or professional development programs for young leaders.
- Experience working in a fast-paced environment with a dynamic portfolio of responsibilities and managing multiple projects and deadlines simultaneously.
- Commitment to the election of candidates who share Jewish and Democratic values.

This position will be active starting in April and will end at the end of November, 2024, with the potential for extension. Salary commensurate with applicant's qualifications, ranging from \$60,000 - \$65,000, provides generous benefits including paid time off, health/vision/dental insurance, and an employee-matched simple IRA. JDCA fosters a collaborative, warm and welcoming culture.

JDCA is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, genetic information, disability or because he or she is a protected veteran.

TO APPLY: Send a cover letter and resume to [info@jewishdems.org](mailto:info@jewishdems.org) and note "Youth Voter Engagement Manager" in the subject line.