



313/616 Votes Lead In-Person & Virtual Canvassers

The Michigan League of Conservation Voters Education Fund is seeking two (2) Lead In-Person & Virtual Canvassers to educate, engage and mobilize a team of canvassers and Michigan voters.

Key Information:

- Hours: 35 hours per week
- Compensation: \$22 per hour
- Dates: June 5 - September 8, 2023
- Location: Metro Detroit OR Metro Grand Rapids
- Employer: This position will be hired through a third party.

Job Responsibilities

This position reports to the Voting Rights Organizer and is responsible for the following:

- Lead daily education forums, creative sessions, and social debriefs
- Provide training and regular feedback to in-person and virtual canvassers
- Provide the Voting Rights Organizer with weekly performance reports on each canvasser, and when necessary, work together to create and implement improvement plans and disciplinary actions
- Support the Voting Rights Organizer in preparing data and reports
- Attend online training and support calls with community partners and vendors, as needed
- Support community outreach events to ensure Michigan voters are educated on their new voting options
- Ensure the program is executed with a high standard of quality control and professionalism

Qualifications

We are seeking candidates who are detail-oriented, seeking to build genuine relationships, and have the potential to become long-term community leaders. You should be/have:

- A confident, open-minded individual with problem solving, leadership, management, delegation, and interpersonal skills
- Highly organized self-starter who takes initiative and can complete creative projects independently or collaboratively with a team
- Excellent planning, priority-setting, and time management skills
- The ability to work both from home or in person, as required, 35 hours per week, generally working 12:00 - 7:00 PM Monday through Thursday and 10:00 AM - 5:00 PM on Fridays, with potential for commitments outside of those hours
- Excellent communication and interpersonal skills, including a demonstrated ability to listen to others and articulate their ideas clearly
- Positive, solutions-oriented attitude and commitment to maintaining a supportive, empowering culture
- A belief in the importance of voting rights, voter education, and a democracy for all
- Proficient working with Google Suite, including Google Docs and Google Sheets (ideally with experience in Excel as well)

- Reliable access to transportation, the internet, and a phone to use for work purposes

How to Apply

[Click here to apply](#). Applications will be reviewed on a rolling basis. If you need accommodation or assistance with our online application process, please tell us how we can help by emailing jobs@michiganlcv.org or by calling us at (734) 222-9650.