



# MICHIGAN LEAGUE OF CONSERVATION VOTERS | *Ed. Fund*

## **Michigan League of Conservation Voters Education Fund - Voter Registration Program Area Director (Detroit)**

The Michigan League of Conservation Voters Education Fund (MLCVEF) is seeking a full-time Area Director to help lead a non-partisan voter registration program. This position will help develop a voting rights and democracy agenda and drive a mission that expands access to the political process. The Detroit Area Director will oversee a team of Detroit-based canvassers and will be responsible for hiring, training and developing area staff, as well as managing day-to-day activities necessary to successfully accomplish program goals.

The ideal candidate will have experience in community organizing and managing teams. They will be committed to getting results in a fast-paced environment, and able to handle a heavy workload. The primary responsibilities of this position include managing a large team of canvassers, working in partnership with quality control as well as developing and maintaining relationships in the community. The Area Director will report to the Civic Engagement Director. The Area Director, alongside a team of tenacious colleagues, will register voters, advocate for voting rights, and build and amplify the voices of communities of color and other key constituencies who are disproportionately impacted by environmental issues.

### **About the Michigan League of Conservation Voters Education Fund**

The MLCVEF is a statewide organization whose mission is to educate, mobilize and engage Michigan citizens in the democratic process, and to educate and engage with decision-makers, in order to ensure that protecting Michigan's natural resources and our Great Lakes is a top priority in Lansing. We work closely with elected officials, business leaders, partner organizations and advocates from across the state, and we have built a reputation as the leading, non-partisan voice for Michigan's land, air and water.

Our work to protect and advocate for the environment is rooted in our commitment to racial, social and environmental justice. Communities of color are disproportionately impacted by climate change and pollution. For this reason, racial justice and equity are inextricably linked to protecting our environment. Within the organization, we are actively building a workplace culture that demonstrates how we value equity and inclusion through more intentional and inclusive practices. We are committed to building an organization that represents a variety of backgrounds, perspectives, and skills.

MLCVEF is an equal opportunity employer. We assure equal treatment in hiring selection, promotion, transfer, compensation, benefits, training, discipline and other personnel practices and terms or conditions of employment without regard to race, color, religion, sex, age, national origin, height, weight, marital status, genetic testing status, veteran status, disability, sexual

orientation, gender status, or any other protected class established by all applicable federal, state and local laws and ordinances.

**The Area Director is responsible for the following for their assigned office:**

- Directly oversee the registration efforts by building a team of canvassers, recruiting from within the local community, training staff, and holding staff accountable for voter registration goals.
- Provide reports to the Civic Engagement Director to ensure the Detroit office is meeting its voter registration goals, including reviewing data nightly to monitor progress and flag potential problems.
- Develop, implement, and conduct customized training programs for the canvassers.
- Ensure the program is executed with the highest standards of accuracy and professionalism and all applicable laws are followed, including conducting on-site compliance reviews.
- Canvass 3-4 times per week to train staff and meet personal voter registration goals.
- Handle the office budget, process staff payroll and maintain office records.
- Work closely with the Civic Engagement Director, Quality Control Director and other staff to set and accomplish program goals.
- Provide regular feedback to canvassers and maintain program standards.

**What We are Looking For**

- Highly organized self-starter who takes initiative, provides effective management and can complete projects independently or collaboratively as needed. Must have excellent planning, priority-setting and time management skills and be able to anticipate and prepare for challenges.
- A positive and solutions-oriented attitude with a work style that is flexible, respectful, collaborative and nimble; brings a commitment to maintaining a supportive, empowering culture.
- A strong commitment to racial justice, equity, and inclusion.
- A belief that access to the democratic process is important and that the protection of Michigan's land, air and water should be a priority.

**Benefits and Compensation**

MLCVEF offers a competitive compensation and benefits package that includes the following: health and dental coverage, long-term and short-term disability coverage, reimbursements for business-related travel, and a team of smart, funny and kind colleagues working together to deliver on a mission that really matters.

**How to Apply**

Please send your cover letter and resume to [jobs@michiganlcv.org](mailto:jobs@michiganlcv.org) and include "Area Director Detroit" in the subject line. Applications will be accepted on a rolling basis.