



MICHIGAN LEAGUE OF CONSERVATION VOTERS | *Ed. Fund*

Michigan League of Conservation Voters Education Fund - Quality Control Director

The Michigan League of Conservation Voters Education Fund is seeking a full-time Quality Control 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. This position is primarily responsible for managing a staff of three Quality Control Managers overseeing data entry, quality control and maintaining records for the voter registration program.

The ideal candidate will have experience managing a team, working with data and spreadsheets and will have some experience with clerical or administrative tasks. They will be committed to getting results, mitigating risk in a fast-paced environment, and able to handle a heavy workload. The primary responsibilities of this position include team management, data entry, quality control, and record keeping for the Voter Registration Program. The Quality Control Director report to the Civic Engagement Director. This position, alongside a team of tenacious colleagues, will 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 Michigan League of Conservation Voters Education Fund 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.

Michigan LCVEF 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 director is responsible for the following across the program:

- Lead a team of Quality Control Managers | Establish regular check-ins with each manager and provide constructive feedback and support when issues occur.
- Review form processing | Review flagged forms after managers' visual inspections for accuracy and keep accurate records of delivery. Raise up concerns or issues to Civic Engagement Director.
- Review daily quality control system entries and uploads | Review uploaded voter registration forms in our quality control software daily. Time management will be essential in this role given strict reporting deadlines.
- Maintain high caliber data collection | Our systems ensure that our voter registration drive is accurately registering voters and maintaining the highest standards of integrity, form completion, and data quality. Any cause for concern (including repeat mistakes by organizers) is investigated and documented, and all records are properly uploaded into our quality control software, and stored securely.
- Coordinate quality control manager schedules & workflow | When form collection gets busy, knowledge of how to delegate tasks to make sure everything gets done. The position involves working closely with organizers to ensure timely delivery and transfer of forms.
- Provide regular feedback to canvassers | Stay in constant contact with canvassers about form quality to ensure the highest standard possible. Provide training on best practices throughout the program, especially for new hires.

What We are Looking

For:

- Highly organized self-starter who shows initiative, with ability to effectively manage and lead projects with many moving parts. Produce high-quality results in a timely manner with 100% follow-through. Must have excellent planning, prioritization and time management skills, and demonstrate an ability to think several steps ahead to anticipate and prepare for challenges.
- Demonstrated skill and experience in managing details. Knowing the way around a spreadsheet, ability to notice patterns quickly, and just as quickly develop strategies to improve. This position will manage all aspects of the data collection and storage process. Experience with excel and spreadsheets is highly valued, additional training will be provided.
- Positive and solutions-oriented attitude 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

Michigan LCV 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 and include "Quality Control Director" in the subject line. Applications will be accepted on a rolling basis.