



JOB DESCRIPTION: D2050 Canvass Operations/Administration

Summary

Minnesota Voice is a coalition of organizations working toward permanent change in social, racial, and economic justice by increasing civic engagement and voter participation across the state, especially focused in underrepresented communities; making sure that every Minnesotans' voice is heard and the state reflects the progressive values of its citizens. The table is one of 22 states in the State Voices national network: <http://www.statevoices.org/>.

Minnesota Voice is seeking Canvass Operations staffer for the Democracy 2050 Constituency Canvass Program. This is a temporary position through November 15, 2018. The Canvass Operations position works closely with the Canvass Director to manage the daily operations of the canvass. This position reports to the Minnesota Voice State Director.

Location: St. Paul, MN

Job Functions

- **Track budget and program expenses:** Maintain accurate record of program expenses in relation to the overall program budget. Submit bi-weekly spending report.
- **Payroll Coordination:** Manages all payroll related functions for the D2050 Canvass including, but not limited to processing payroll, w-9 forms, as well as maintaining employee data related to hiring, promoting, and terminating.
- **Administration:** Documenting grievances, terminations, absences, and performance reports; works with Canvass Director to execute accountability.

Key Qualifications

- High school diploma or GED required.
- Experience working with underrepresented and/or diverse communities.
- Ability to co-manage a team and execute accountability.
- Ability to communicate effectively, work well under pressure, be detail oriented and meet deadlines.
- Diplomatic, professional approach to problem solving and the ability to think independently and creatively.
- Excellent organizational, time-management, oral and written communications skills.
- Must exercise a high level of professionalism and confidentiality.
- Knowledge of database management skills required.

Minnesota Voice is an equal opportunity employer. Salary is commensurate with experience. Please submit a cover letter and resume including three references to Sina Black (sina@statevoices.org).