



# WOMEN WITH A VISION

## **POSITION TITLE:**

Canvass Team Captain

## **WHO WE ARE:**

Women With A Vision, Inc. (WWAV) is a community-based, grassroots nonprofit organization, which was founded in New Orleans in 1989 by a collective of African-American women in response to the spread of HIV/AIDS in communities of color. Today, WWAV is New Orleans' premier women's health and wellness policy organization. We believe that people should not be criminalized for what they do with their own bodies and that people should have true decision-making power when it comes to their own health.

In January 2016 WWAV launched our integrated voter engagement program called **ENVISION|CHANGE** aimed at increasing voter education, voter turnout, and overall civic participation amongst marginalized women and their families across Louisiana. Our work aims to highlight the stories, concerns, and important issues impacting our communities, creating a space for women to gather to envision and mobilize for change.

## **POSITION SUMMARY:**

Women With a Vision, Inc. seeks highly-motivated and outgoing individuals to join our Voter Engagement and Get-Out-The-Vote (GOTV) campaign this fall as canvass team captains! Under the supervision of our GOTV Project Assistant and Community Outreach Specialist, Canvass Team Captains will lead canvassing teams by providing coaching, training, and direction in the field. Canvass Team Captains will be working alongside canvassing teams to conduct door-to-door canvassing in Orleans Parish and surrounding parishes, and/or participate in phone banking out of WWAV's offices. The Team Captains will assist in course correction of turf, data, script, canvasser retention, and quality control of data as needed.

On the ground, Team Captains will also assist canvassers in providing voter education, engaging the public on the issues, laws, and policies impacting them in their community, and informing community members about Women With a Vision's programming and services. This is a strictly non-partisan effort to reach out to underrepresented and historically-disenfranchised voters in Louisiana and to organize them to vote.

This is a part-time, temporary position, starting August 27th and ending November 8th, 2016. Canvass Team Captains work between 4-12 hours/week, mostly evening and weekend hours. The position pays \$15/hour.

## **PRIMARY DUTIES/RESPONSIBILITIES:**

- Daily coordination of a canvass team of 3 or more.
- Maintain accurate team attendance & time sheets as well as report back forms.
- Communicate to GOTV Project Assistant any adjustments in team schedule or attendance.
- Train, coach, and support canvassers in the field or on the phones.

- Fill out accurate daily reports and lead debrief sessions.
- Assist canvassers in educating and engaging voters through door-to-door canvassing and/or phone banking.
- Build relationships with potential voters and infrequent voters during canvassing.
- Provide information about voter registration, polling locations, and general election information during canvass.
- Engage voters with the work of WWAV and the issues we work on.
- Complete daily and weekly reports on progress and meet all goals and metrics.
- Effectively use technology and other tools to ensure accurate and timely data entry after completing each visit.
- Participate and complete all required training.
- Must be able to walk for long periods of time and walk up steps.

## QUALIFICATIONS:

1. Must be over 18 years old.
2. Strong interpersonal, verbal, and written communication skills.
3. Interest and/or experience with phone banks, door-to-door work, public speaking, outreach, or voter engagement work.
4. Ability to work effectively as part of a team and independently.
5. Ability to work in communities of color, low-income communities, and LGBTQIA communities.
6. Demonstrated organizational and project management abilities.
7. Ability to work long hours and physical mobility to work between different locations.
8. Ability to learn and discuss the mission, programs, and work of WWAV and our **ENVISION|CHANGE** program.
9. Ability to work with other staff and canvassers in a team.
10. Ability to manage a team or group of people.
11. Ability to work under deadlines.
12. Able to work a flexible schedule, with weekday evening and weekend hours as needed.
13. Strong interpersonal skills and outgoing personality.
14. The candidate must be located in or willing to relocate to New Orleans, LA.
15. Must have a valid Driver's License and car; fuel reimbursement is available.

## To Apply

Submit a cover letter and resume to: [wwavno@gmail.com](mailto:wwavno@gmail.com). Please put "Team Captain Position" in the subject line. **Applications are due no later than August 17th.**

***\*All contacted applicants must attend a mandatory interview session on Saturday, August 20th from 3:00-5:00PM.***

Please familiarize yourself with Women With a Vision, Inc. prior to applying by reviewing our website: [www.wwav-no.org](http://www.wwav-no.org). Please no calls. Only those whose applications are being considered will be contacted about the required interview session.

*Women With A Vision, Inc. is an equal opportunity employer. People of color, women, and LBGTQ people are strongly encouraged to apply.*