Position Description

**Contract:** $2,000 total to be paid in four equal monthly increments.
**Hours:** Approximately 5 hours a week between the end of January and the middle of April 2020; flexible schedule.
**Locations:** Memphis, TN; Philadelphia, PA; Cleveland/Akron, OH; Miami, FL; Pensacola, FL

**Position Summary:** Filer Voter Project Managers are the “eyes on the ground” overseeing the implementation of “Filer Voter 2020,” a voter registration and turnout experiment conducted by the nonprofit, nonpartisan Brookings Institution at nonprofit locations providing free tax preparation services. Project Managers will be responsible for aiding local volunteers and staff implementing the voter registration and turnout intervention, reporting results and issues to Brookings’ Washington, DC-based research team, and ensuring the experiment is implemented smoothly and effectively.

Nationally, Filer Voter 2020 will measure the effectiveness of offering voter registration and a turnout reminder to 50,000 low- and moderate-income households during the income tax filing process. The Project Manager’s work will have a direct impact on the effectiveness of the voter registration program as well as the data collection and analysis that follows.

**Responsibilities**
- Conduct weekly in-person site check-ins for all participating sites, ensuring volunteers and staff are correctly implementing the voter registration and turnout measures, and identifying issues or challenges to the successful implementation of the experiment.
- Report on a weekly basis to Brookings Institution staff on local progress and needs.

**Education/Experience Requirements:** Experience registering voters and/or engaging in Get Out the Vote activities strongly preferred. Experience organizing or managing volunteers a plus. Fluency in Spanish preferred. Access to a car likely necessary to travel between sites in a timely manner. Familiarity with nonprofit tax preparation services helpful but not essential.

**Knowledge/Skills Requirements:** Exceptionally strong interpersonal and organizational skills; attention to detail and reliability; strong communications skills.

To apply: We are hiring one program manager in each location listed above. Send a resume and paragraph explaining your interest and relevant experience to filervoter@brookings.edu. Include in the subject line which city's position you are applying for, for example: “Program Manager -- Pensacola”.